
International Standard



269

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION • МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ • ORGANISATION INTERNATIONALE DE NORMALISATION

Correspondence envelopes — Designation and sizes

Enveloppes et pochettes postales — Désignations et formats

Second edition — 1985-04-01

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ISO 269:1985

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UDC 676.822.1

Ref. No. ISO 269-1985 (E)

Descriptors: paper, paper products, envelopes, dimensions, designation.

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work.

Draft International Standards adopted by the technical committees are circulated to the member bodies for approval before their acceptance as International Standards by the ISO Council. They are approved in accordance with ISO procedures requiring at least 75 % approval by the member bodies voting.

International Standard ISO 269 was prepared by Technical Committee ISO/TC 6, *Paper, board and pulps*.

ISO 269 was first published in 1976. This second edition cancels and replaces the first edition, of which it constitutes a minor revision.

Correspondence envelopes — Designation and sizes

0 Introduction

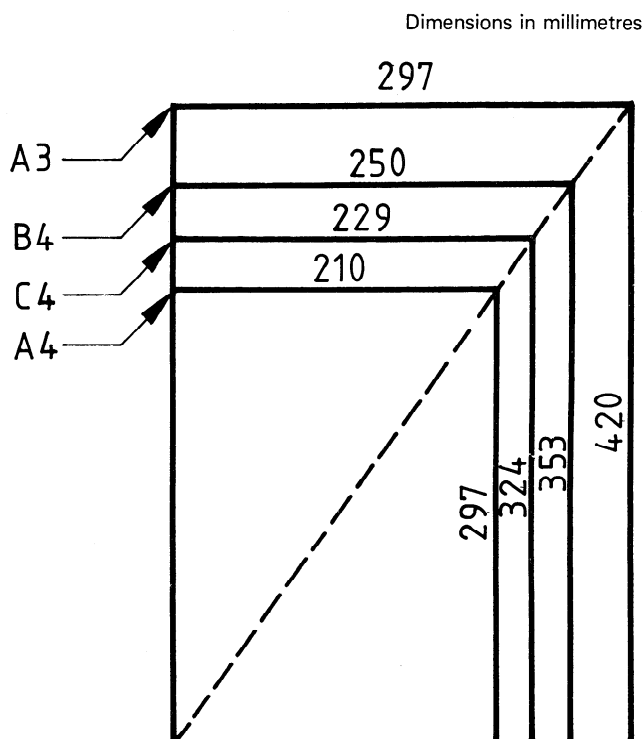
The general principles underlying the development of the ISO-A and ISO-B series of paper sizes can also be applied to the correspondence envelopes to contain papers in these sizes (as will be seen from the figure), especially if the sizes of an intermediate series, known as the C series, are introduced between sizes in the ISO-A and ISO-B series.

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The sizes of this intermediate C series are as follows:

Table 1

Designation	Millimetres
C0	917 × 1 297
C1	648 × 917
C2	458 × 648
C3	324 × 458
C4	229 × 324
C5	162 × 229
C6	114 × 162
C7	81 × 114
C8	57 × 81
—	—
—	—



Figure

In practice, it is not necessary to have available every one of the C series sizes. In fact, papers are folded in many different ways and therefore some adjustment is necessary. This International Standard takes account both of the underlying principles and of practical necessities.

1 Scope and field of application

This International Standard specifies the designations and the sizes of correspondence envelopes intended for postal purposes. It does not contain any specification as to the ways of closing them.

2 References

ISO 216, *Writing paper and certain classes of printed matter — Trimmed sizes — A and B series.*

ISO 6924, *Correspondence envelopes — Vocabulary.*

3 Definitions

For the purpose of this International Standard, the definitions of ISO 6924 apply.

4 Designation

4.1 Correspondence envelopes shall be designated

- by a reference to type (see 4.2)
- followed by an indication of size (see 4.3).

4.2 The type shall be indicated according to the following principles:

if the opening is on the longer side¹⁾: "banker shape envelope" (French: "enveloppe");

if the opening is on the shorter side²⁾: "pocket shape envelope" (French: "pochette").

4.3 The size is expressed

- either by the size symbol (see clause 5), followed by the letters ISO
- or by its two dimensions in millimetres, the smaller dimension being given first.

4.4 Examples of designation:

Banker shape envelope, C4—ISO.

Pocket shape envelope, 229 × 324.

5 Sizes

For postal purposes, the following sizes of correspondence envelopes shall be used, which are suitable for ISO paper sizes according to ISO 216.

Table 2

Designation	Millimetres
C3	324 × 458
B4	250 × 353
C4	229 × 324
B5	176 × 250
C5	162 × 229
B6/C4	125 × 324
B6	125 × 176
C6	114 × 162
DL*	110 × 220

* DL = Dimension Lengthwise.

NOTE — When processing size A4 documents in inserting machines, the size of DL envelopes may be insufficient. To satisfy the needs for automatic insertion, an envelope size larger than DL may be used as long as the size can be considered standardized according to UPU regulations. (Upper limit is at present 120 mm × 235 mm.)

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6 Tolerances

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The deviations permissible on dimensions are ± 1,5 mm.

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1) In certain English-speaking countries, this shape is known as the "open side" (French: "côté ouvert").

2) In certain English-speaking countries, this shape is known as the "open end" (French: "bout ouvert").