## Printed Products

## COMMON SIZING CHEAT SHEET

## Announcements

- 8.5 in. x 5.5 in
- 9 in. x 6.25 in.
- 10 in. $x 7$ in.


## Banners/

Large Format

- 24 in. $\times 36$ in.
- 24 in. $\times 72$ in.
- 36 in. $\times 48$ in.
- 36 in. $x 72$ in.
- 36 in. x 96 in.


## Booklets

- 8.5 in. x 11 in.
- 5.5 in. $\times 8.5$ in
- 4 in. $\times 9$ in.
- 6 in. $\times 6$ in.
- 6 in. $\times 9$ in.
- 6 in. $\times 12$ in.
- 9 in. $\times 12$ in.


## Brochures

- 8.5 in. $x 11$ in.
- 8.5 in. $\times 14$ in.
- 11 in. $\times 17$ in.


## Business Cards

- 3.5 in. $\times 2$ in. (standard)
- 2 in. $\times 3.5$ in. (vertical)


## Calendars

- 8.5 in. $\times 11$ in.
- 9 in. $\times 12$ in.
- 5.5 in . $x 8.5 \mathrm{in}$.
- 6 in. x 6 in.
- 6 in. $x 9$ in.
- 6 in. x 12 in.
- 12 in. $\times 12$ in.


## Carbonless Forms

- 8.5 in. x 11 in.
- 8.5 in. x 14 in.


## Color Copies

- 5.5 in. x 8.5 in.
- 8.5 in. x 11 in.
- 8.5 in. x 14 in.
- 11 in . $\times 17 \mathrm{in}$.


## Door Hangers

- 3.5 in x 8.5 in .
- 3.67 in. x 8.5 in.
- $4.25 \mathrm{in} . \times 11 \mathrm{in}$.


## Envelopes

- \#10 ( 9.5 in x 4.125 in )
- \#9 (8.875 in. x 3.875 in.)
- A2 ( 5.75 in. $\times 4.375$ in.)
- A6 (6.5 in. x 4.75 in.)
- A7 (7.25 in. $\times 5.25$ in.)
- Ag (5.75 in. x 8.75 in.)
- 9 in. $\times 12$ in.
- 10 in. $\times 13$ in.


## Folded Cards

- 3 in. $\times 5$ in.
- $4.25 \mathrm{in} . \times 5.5 \mathrm{in}$.
- 4.5 in. x 6.25 in.
- 5 in. $x 7$ in.

Flyers

- 8.5 in. x 11 in.
- 8.5 in. $\times 14$ in.
- 11 in . $\times 17 \mathrm{in}$.

Index Tabs

- 8.5 in. x 11 in.
- 8.5 in. $x 14$ in.


## Letterhead

- 8.5 in. $\times 11$ in.
- 8.5 in. $\times 14$ in.


## Memos and Notepads

- 4.25 in. $\times 5.5$ in.
- 5.5 in. x 8.5 in.
- 8.5 in. x 11 in .


## Menus

- 4 in. x 9 in. (Flat)
- 8.5 in. $\times 11$ in. (Flat)
- 8.5 in x 11 in . (Half-fold)
- 8.5 in. $\times 11$ in. (Tri-fold)
- $11 \mathrm{in} . \times 17 \mathrm{in}$. (Flat)


## Newsletters

- 8.5 in. x 11 in.
- 8.5 in. x 14 in.
- 11 in . $x 17$ in.


## Pocket Folders

- 6 in. $\times 9$ in.
- 9 in. $\times 12$ in.


## Postcards

- 4.25 in. x 5.5 in.
- 4 in. $\times 6$ in.
- 4.25 in. $x 6$ in.
- 5 in. $x 7$ in.
- 5.5 in. $x 8.5$ in.


## Posters

- 11 in. $\times 17$ in.
- 18 in. $\times 24$ in.
- 24 in. $\times 36$ in.


## Programs

- 5.5 in. x 8.5 in.
- 8.5 in. $\times 11$ in.


## Rack Cards

- 3.5 in. x 8.5 in.
- 4 in. $x 9$ in.


## Reports

- 5.5 in. x 8.5 in.
- 8.5 in. $\times 11 \mathrm{in}$.
- 11 in. $\times 17$ in.


## Sell Sheets

- 8.5 in. x 11 in.
- 8.5 in. $\times 14$ in.
- 11 in. x 17 in.


## Table Tents

- 4 in. $x 6$ in.
- 5 in. $x 7$ in.
- 5.5 in. $\times 5.5$ in.
- 4.25 in. $\times 4$ in.

Yard Signs

- 18 in. $\times 24$ in.
- 24 in. $\times 36$ in.

