

COMMON SIZING CHEAT SHEET

> YOUR LOGO HERE <

Your Firm's Name & Contact Info Here

Announcements

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

Banners/ Large Format

- 24 in. x 36 in.
- 24 in. x 72 in.
- 36 in. x 48 in.
- 36 in. x 72 in.
- 36 in. x 96 in.

Booklets

- 8.5 in. x 11 in.
- 5.5 in. x 8.5 in.
- 4 in. x 9 in.
- 6 in. x 6 in.
- 6 in. x 9 in.
- 6 in. x 12 in.
- 9 in. x 12 in.

Brochures

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

Business Cards

- 3.5 in. x 2 in. (standard)
- 2 in. x 3.5 in. (vertical)

Calendars

- 8.5 in. x 11 in.
- 9 in. x 12 in.
- 5.5 in. x 8.5 in.
- 6 in. x 6 in.
- 6 in. x 9 in.
- 6 in. x 12 in.
- 12 in. x 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. x 17 in.

Door Hangers

- 3.5 in. x 8.5 in.
- 3.67 in. x 8.5 in.
- 4.25 in. x 11 in.

Envelopes

- #10 (9.5 in. x 4.125 in.)
- #9 (8.875 in. x 3.875 in.)
- A2 (5.75 in. x 4.375 in.)
- A6 (6.5 in. x 4.75 in.)
- A7 (7.25 in. x 5.25 in.)
- A9 (5.75 in. x 8.75 in.)
- 9 in. x 12 in.
- 10 in. x 13 in.

Folded Cards

- 3 in. x 5 in.
- 4.25 in. x 5.5 in.
- 4.5 in. x 6.25 in.
- 5 in. x 7 in.

Flyers

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

Index Tabs

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

Letterhead

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

Memos and Notepads

- 4.25 in. x 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. x 11 in. (Flat)
- 8.5 in. x 11 in. (Half-fold)
- 8.5 in. x 11 in. (Tri-fold)
- 11 in. x 17 in. (Flat)

Newsletters

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

Pocket Folders

- 6 in. x 9 in.
- 9 in. x 12 in.

Postcards

- 4.25 in. x 5.5 in.
- 4 in. x 6 in.
- 4.25 in. x 6 in.
- 5 in. x 7 in.
- 5.5 in. x 8.5 in.

Posters

- 11 in. x 17 in.
- 18 in. x 24 in.
- 24 in. x 36 in.

Programs

- 5.5 in. x 8.5 in.
- 8.5 in. x 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. x 11 in.
- 11 in. x 17 in.

Sell Sheets

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

Table Tents

- 4 in. x 6 in.
- 5 in. x 7 in.
- 5.5 in. x 5.5 in.
- 4.25 in. x 4 in.

Yard Signs

- 18 in. x 24 in.
- 24 in. x 36 in.

