C4 Envelopes- a Secure Way of Transferring Documents by Jenelia Peterson

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An envelope is a very common thing which we listen and see very often. An envelope is used to send letters, documents from one place to another. It is a type of holder of documents. Traditionally, envelopes were used in three shapes a rhombus, a short-arm cross, or a kite. These shapes allow for the creation of the envelope structure by folding the sheet sides around a central rectangular area.

There are two mainly two types of envelopes: Window Envelopes and Security Envelopes. Window envelopes have a hole in the front side that allows the paper to be seen from inside. They are generally arranged so that the sending address printed on the letter is visible, saving the sender from having to duplicate the address on the envelope itself. These envelopes are generally used in government letters or the letters from the bank which contain bank statements and other things. Security envelopes have a patterned tint printed on the inside, which makes it difficult to see the contents. The person who is handling the envelope is not able to see the content of the inside document. This is basically used for the privacy of the document. These are used in sending personal letters from one place to another.

A C4 envelope measures 32.4cm width and 22.9cm in height. It is used in keeping A4 size document without folding it. A3 size envelope can also be kept in it with a single fold. A4 paper is the most common size used in offices and are extensively used to in producing letterheads, brochures, contracts and memos etc, almost all formal correspondence is achieved using A4 paper.

The C4 envelope can also be used for keeping irregular sized document used for official purpose. We can provide board envelopes of a C4 size. The board C4 envelopes are very useful for carrying important documents such as certificates, degrees, portfolios and photographs. These are most importantly used for sending resumes to the companies. It does not destroy the paper by folding it.

There are various other versions of C4 envelopes available. One such version is the envelope with a transparent window. These envelopes can be used to show the address and name of the recipient and the sender of the correspondence. They are often used by companies that have to send correspondences in bulk, especially to their customers. Now-a-days black envelopes are also used for keeping documents but they are costly in comparison to normal c4 envelopes.

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The author is writing article since many years. With this article she is sharing her views on a C4 Envelope

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