STATIONERY SHEET

Window Envelopes - 110 x 220 mm (Standard Size)
Cost of envelop $0.30
Cost of postage $0.45 each or $0.38 bulk (50 or more)
This size envelope can hold up to 5 x A4 sheets quite comfortably.
These envelopes can be used for letters that already have name and address typed
upon them. Fold the first fold approximately one centimetre below the last line of address
and then fold remainder of letter appropriately.

Byronic Envelopes 110 x 220 mm
(Standard Size)
Cost of envelope $0.11
Cost of postage $0.45 each or $0.38 bulk (50 or more)
This size envelope can hold up to 5 x A4 sheets quite comfortably.
The cost of postage for the envelopes listed below is at the bottom of the sheet.

A5 Envelopes (half A4 size) These envelopes could be used for posting up to 12 sheets
of A4 paper folded in half. Name and address will be needed on the front of envelope.
Cost of envelope $0.50

C4 Cartridge Envelopes 324 mm x 229 mm (size of full A4 sheet)
Cost of envelope $0.80

Large Envelopes 380 mm
Cost of envelope $0.15

Larger Envelopes 465 mm x305 mm
Cost of envelope $0.16
Cost of postage Up to - 50 gms $0.70 Intrustate or $0.75 Interstate
50 gm - 125 gms $0.85 Intrustate or $0.95 Interstate
125 gm - 250 gms $1.25 Intrustate or $1.50 Interstate
50 gm - 125 gms $2.00 Intrustate or $2.65 Interstate
Cost of postage Up to - 50 gms $0.70 Intrustate or $0.75 Interstate
50 gm - 125 gms $0.85 Intrustate or $0.95 Interstate
125 gm - 250 gms $1.25 Intrustate or $1.50 Interstate
50 gm - 125 gms $2.00 Intrustate or $2.65 Interstate

These more expensive envelopes are being used consistently by staff for one or two
sheets of paper which could be placed in the standard size envelopes and posted at
$0.45
Also available for staff are internal mail envelopes instead of these other more expensive
ones.