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OFFICE MEASUREMENTS

Item	Inches	Metric
Business card (US)	3.5 x 2 in	89 x 51 mm
Business card (most of Europe)	3.35 x 2.17 in	85 x 55 mm
Credit card / ID card	3.37 x 2.13 in	85.6 x 54 mm
Photo 4 x 6	4 x 6 in	102 x 152 mm
Photo 5 x 7	5 x 7 in	127 x 178 mm
Photo 8 x 10	8 x 10 in	203 x 254 mm
Poster small	11 x 17 in	279 x 432 mm
Poster medium	18 x 24 in	457 x 610 mm
Poster large	24 x 36 in	610 x 914 mm
Address label, 30 per sheet	1 x 2 5/8 in	25 x 67 mm
Shipping label, 2 per sheet	5.5 x 8.5 in	140 x 216 mm
Letter-size file folder	about 11.75 x 9.5 in	about 298 x 241 mm
Standard US desk	29-30 in high	74-76 cm
Desk depth (typical)	24-30 in	61-76 cm
Monitor: arm's length away	20-30 in	50-75 cm
Standard door (US)	36 x 80 in	91 x 203 cm

Typical sizes; check the exact size with your printer or supplier before designing. Blank rows are for sizes you use often.