

Personalized Envelope Order Form

DO NOT STAPLE OR ATTACH CLIPS

Boxes of 500

Description	Size	Denom-ination	Item No.	No. Boxes	Price per Box	= Cost
Elk	10	42¢	212890		\$235.00	
Elk (Security)	9	42¢	213090		235.00	
Elk	6 3/4	42¢	262990		232.00	
Elk (Window)	10	42¢	212990		235.00	
Elk (Security/Window)	9	42¢	213190		235.00	
Elk (Window)	6 3/4	42¢	263090		232.00	

Printing of Upper Left-Hand Return-Only Address (Not addressee)

* Must Meet Postal Service Requirements for this Category

Shipping & Handling Charge (Max. charge \$12.60 for each address printed)	
One Box	\$ 8.60
Two or More Boxes	\$ 12.60

Subtotal	\$
Shipping & Handling	
TOTAL Boxes of 500	\$

Daytime Telephone (Include area code) _____

Ship to Address (If different from above). Must include Full Name and Address.

Boxes of 50

Description	Size	Denom-ination	Item No.	No. Boxes	Price Per Box	= Cost
Elk	10	42¢	212895		\$ 25.60	\$
Elk (Security)	9	42¢	213095		25.60	
Elk	6 3/4	42¢	262995		25.60	
Elk (Window)	10	42¢	212995		25.60	
Elk (Security/Window)	9	42¢	213195		25.60	
Elk (Window)	6 3/4	42¢	263095		\$ 25.60	

Printing of Upper Left-Hand Return-Only Address (Not addressee)

Quantity	Fee
1 box	\$ 4.60
2 boxes	6.00
3 boxes	7.00
4 boxes	8.00
5 boxes	10.00
6 boxes	10.50
7 boxes	11.50
8 boxes	12.00
9 boxes or more	\$12.60

Subtotal	\$
Shipping & Handling	
TOTAL Boxes of 50	\$

Daytime Telephone (Include area code) _____

Ship to Address (If different from above). Must include Full Name and Address.

Total Enclosed and Method of Payment

*** NOTE: An insufficient payment will result in either a reduced shipment, or your order being returned. ***

Make check or money order (do not send cash) payable to U.S. Postal Service and mail to:

STAMP FULFILLMENT SERVICES
U.S. POSTAL SERVICE
PO BOX 7247
PHILADELPHIA PA 19101-7103

or:

TOTAL Boxes of 500	\$
TOTAL Boxes of 50	
Shipping & Handling Fee	
GRAND TOTAL	\$

Bill To: _____

Address: _____

(Required)

Charge to my: Discover VISA MasterCard American Express Diners Club

Credit Card No.

Exp. Date: Mo. Yr.

Signature _____ (Required)

I authorize the Postal Service™ to adjust credit card payment if necessary

How To Order Personalized Envelopes

Telephone Orders: To place an order by telephone, call 800-782-6724. If you want expedited delivery service, ask the operator for the additional shipping cost for Express Mail® or Priority Mail® service.

FAX Orders: To place an order by FAX, call 816-545-1201. If you want expedited delivery service, prior to faxing your order, call 800-782-6724 to obtain the additional shipping cost for Express Mail® or Priority Mail® service.

Please allow 3-4 weeks for delivery of telephone and fax orders.

Mail Orders: Send orders to:

7231
STAMP FULFILLMENT SERVICES
US POSTAL SERVICE
PO BOX 7247
PHILADELPHIA PA 19101-7103

If you want expedited delivery service, prior to mailing your order, call 800-782-6724 to obtain the additional shipping cost for Express Mail® or Priority Mail® service.

Please allow 4-6 weeks for delivery of mail orders.

Payment

Personalized stamped envelopes may be paid for by credit card or by check or money order made payable to the U.S. Postal Service™ for the total amount due. (All orders must be prepaid and include any prior balances.) A first-time order must be faxed or mailed. Personalized stamped envelopes may be **reordered** by phone (800-782-6724) or FAX (816-545-1201) using a Discover, VISA, MasterCard, American Express or Diners Club credit card.

Personalize Your Envelopes

Personalize your envelopes with up to seven printed lines on a #10 business envelope (five lines if a USPS® endorsement is used) or four lines on a small #6 3/4 personal envelope. Contact your local Post Office for information about USPS endorsements. Please note that only official postal endorsements can be printed below the city, state, and ZIP Code™ line.

Lines may not exceed 47 characters and spaces. Lines may not exceed 40 characters if all uppercase letters are used.

A maximum of two lines may be used to advertise your business or service (Attorney at Law, Quality Auto Service, etc.) and will be placed above the local address in regular type. If you wish to have your telephone number, FAX number or E-mail address included in your return address, it must appear after the advertising lines (if used) and above the local address.

Return Address

Your return address will be printed with a flush left margin using 8-point Helvetica type. The main line(s) will be printed in bold type. Advertising lines may not be printed in bold type.

Envelope dimensions:

#10 envelope is 4 1/8 inch x 9 1/2 inch
9 envelope is 3 7/8 inch x 8 7/8 inch
6 3/4 envelope is 3 5/8 inch x 6 1/2 inch

Window size:

1 1/8 inch x 4 3/4 inch

Window location:

1 inch from the left edge and 5/8 inch from the bottom of the envelope

Note: A separate order form is required for each address to be printed. Shipping and handling charges must be applied for each pre-printed return address ordered.

Thank You For Your Order.