

# Ordering Instructions

PERSONALIZE YOUR ENVELOPES with up to seven printed lines. Envelope size, fonts and/or endorsement selections may modify the number of lines available. Contact your post office for information on USPS endorsements (Return Service Requested, Address Service Requested, Forwarding Service Requested and Change Service Requested, or Temp-Return Service Requested). Please note, nothing can be printed below the City, State and Zip Code line except official postal endorsements.

Lines may not exceed 47 characters and spaces — 40 if all uppercase letters are used utilizing Arial, 8 pt font. Selecting another font style or size may modify these maximums.

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. If you wish to have your telephone number, fax number or email address included in your return address, it must appear after the advertising lines (if used) and above the local address.

### THREE WAYS TO ORDER

**By telephone** » Call 1-800-782-6724 (between the hours of 6:00 am to 2:00 am EST)

**By fax** » Fax order form to 1-816-545-1201

**By mail** » Send order(s) to:

Personalized Stamped Envelope Program  
 U.S. Postal Service  
 Stamp Fulfillment Services  
 PO Box 7247  
 Philadelphia PA 19101-7103

\* A separate order form is required for each return address ordered.

\* Purchasers are responsible for their text or item errors. All claims regarding orders must be made within six months.

### PAYMENT INFORMATION

You may pay for your order by credit card, check or money order made payable to U.S. Postal Service for the total amount due. All orders must be prepaid and include any prior balances. Insufficient payment will result in either reduced quantities ordered, or your order not being processed. We accept the following credit cards: VISA, Mastercard, Discover/Novus, American Express or Diners Club International.

### FONT OPTIONS

Your return address will be printed with a flush left margin. USPS now offers a variety of font styles, sizes and colors to personalize your envelopes. Choose from Arial, Courier, Script or Times New Roman fonts; black, blue, green or red ink; sized at 8, 10 or 12 points. The default option is Arial, 8 pt., printed in black ink. This selection is included in the base price for envelopes. However, for a minor additional charge, you may select from any combination of fonts, colors and sizes listed. You may also elect to uppercase all type and/or bold individual lines at no additional charge.

*The default option, Arial 8 point black, will be used if no Premium Options are selected.*

### SAMPLE FONT STYLES

Sample text for 8 point Arial. (default)

Sample text for 10 point Arial.

Sample text for 12 point Arial.

Default Sample  
 8 Point Arial  
 Boston, MA 02129

Sample text for 8 point Courier.

Sample text for 10 point Courier.

Sample text for 12 point Courier.

*Sample text for 8 point Script.*

*Sample text for 10 point Script.*

*Sample text for 12 point Script.*

Sample text for 8 point Times New Roman.

Sample text for 10 point Times New Roman.

Sample text for 12 point Times New Roman.

### DIMENSIONS

#### ENVELOPE DIMENSIONS »

# 10 envelope is 4-1/8" x 9-1/2"

# 9 envelope is 3-7/8" x 8-7/8"

# 6¾ envelope is 3-5/8" x 6-1/2"

#### WINDOW SIZE »

# 6¾ envelope is 1-1/8" x 4-3/8"

# 9 & # 10 is 1-1/8" x 4-1/2"

#### WINDOW LOCATION »

1-1/16" from left edge

13/16" from bottom

### SHIPPING CHARGES

*Please allow 2-3 weeks for delivery of telephone and fax orders.*

*Please allow 3-4 weeks for delivery of mail orders.*

**For expedited delivery, call 1-800-782-6724 prior to placing your order** to obtain the additional shipping cost for Express Mail® or Priority Mail® service.

### BOXES OF 50 »

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.....	\$12.60

### BOXES OF 500 »

QUANTITY	FEE
1 box.....	\$ 8.60
2 boxes.....	\$ 12.60

*For orders greater than eight (8) boxes of 50, a box of 500 is your best buy.*

*Shipping charges and premium option fees must be included for each pre-printed return address you order. Maximum shipping charge \$12.60 for each printed address.*

### FOR INQUIRIES

Stamp Fulfillment Services  
 U.S. Postal Service  
 PO Box 219208  
 Kansas City, MO 64121-9208

#### EMAIL »

[Stampfulfillment.services@usps.gov](mailto:Stampfulfillment.services@usps.gov)

#### PHONE »

1-800-782-6724



# Item Numbers

— FOREVER STAMP —

6 3/4" ENVELOPE	QTY PER BOX	PSA ITEM #	PSA COST	WAG ITEM #	WAG COST
REGULAR	500	270190	\$259.00	270390	\$244.00
REGULAR	50	270195	\$31.80	270395	\$26.80
WINDOW	500	270290	\$259.00	270490	\$244.00
WINDOW	50	270295	\$31.80	270495	\$26.80

9" SECURITY	QTY PER BOX	PSA ITEM #	PSA COST	WAG ITEM #	WAG COST
REGULAR	500	230390	\$262.00	230790	\$247.00
REGULAR	50	230395	\$31.80	230795	\$26.80
WINDOW	500	230490	\$262.00	230890	\$247.00
WINDOW	50	230495	\$31.80	230895	\$26.80

10" ENVELOPE	QTY PER BOX	PSA ITEM #	PSA COST	WAG ITEM #	WAG COST
REGULAR	500	230190	\$262.00	230590	\$247.00
REGULAR	50	230195	\$31.80	230595	\$26.80
WINDOW	500	230290	\$262.00	230690	\$247.00
WINDOW	50	230295	\$31.80	230695	\$26.80



# Item Numbers

— SEABISCUIT STAMP —

6 3/4" ENVELOPE	QTY PER BOX	PSA ITEM #	PSA COST	WAG ITEM #	WAG COST
REGULAR	500	265090	\$259.00	264890	\$244.00
REGULAR	50	265095	\$31.80	264895	\$26.80
WINDOW	500	265190	\$259.00	264990	\$244.00
WINDOW	50	265195	\$31.80	264995	\$26.80

9" SECURITY	QTY PER BOX	PSA ITEM #	PSA COST	WAG ITEM #	WAG COST
REGULAR	500	219290	\$262.00	218790	\$247.00
REGULAR	50	219295	\$31.80	218795	\$26.80
WINDOW	500	219390	\$262.00	218890	\$247.00
WINDOW	50	219395	\$31.80	218895	\$26.80

10" ENVELOPE	QTY PER BOX	PSA ITEM #	PSA COST	WAG ITEM #	WAG COST
REGULAR	500	219090	\$262.00	218590	\$247.00
REGULAR	50	219095	\$31.80	218595	\$26.80
WINDOW	500	219190	\$262.00	218690	\$247.00
WINDOW	50	219195	\$31.80	218695	\$26.80

PSA = PRESSURE SENSITIVE ADHESIVE  
 WAG = WATER ACTIVATED GUMMED

# Order Form

**NEW CUSTOMER?** Please mark   
**RETURNING CUSTOMER?** Please write account number\*

**TO AVOID DELAY IN PROCESSING YOUR ORDER, PLEASE FILL IN ALL REQUIRED FIELDS (\*).**

Account Number \_\_\_\_\_

**RETURN ADDRESS\***

Print clearly as you would like for it to appear on your envelope. Please follow ordering instructions on page 1.  
 For **Bolded** lines, please check appropriate box below.

<b>1</b>	<input type="checkbox"/>
<b>2</b>	<input type="checkbox"/>
<b>3</b>	<input type="checkbox"/>
<b>4</b>	<input type="checkbox"/>
<b>5</b>	<input type="checkbox"/>
<b>6</b>	<input type="checkbox"/>
<b>7</b>	<input type="checkbox"/>

MARK FOR ALL UPPERCASE

**SHIPPING ADDRESS**

If you prefer this order to be shipped to an address other than what is printed on the envelope, please indicate 'Ship To' address below:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DAYTIME TELEPHONE NUMBER INCLUDING AREA CODE  
 (       ) \_\_\_\_\_

FONT OPTIONS			DEFAULT OPTION PRICING		
STYLE	COLOR	SIZE	There is no additional charge if you choose only default options (Arial, 8-point type in black).		
<input type="checkbox"/> Arial (DEFAULT)	<input type="checkbox"/> BLACK (DEFAULT)	<input type="checkbox"/> 8 (DEFAULT)	<b>PREMIUM OPTION PRICING</b> New premium options are shown in chart at left. Select any combination of font style, color and/or size for this low additional fee: • <b>\$1.00</b> per box of 50    • <b>\$2.00</b> per box of 500		
<input type="checkbox"/> Courier	<input type="checkbox"/> BLUE	<input type="checkbox"/> 10			
<input type="checkbox"/> Script	<input type="checkbox"/> GREEN	<input type="checkbox"/> 12			
<input type="checkbox"/> Times New Roman	<input type="checkbox"/> RED				

ITEM #	BOX QTY	PRICE PER BOX	PREMIUM OPTION	TOTAL

** Please follow Ordering Instructions on page 2	SUBTOTAL	\$
	** SHIPPING CHARGE	\$
	<b>GRAND TOTAL</b>	<b>\$</b>

**METHOD OF PAYMENT\***  
 Insufficient payment will result in reduced quantities shipped or the order not being processed. Please do not send cash.

**CHECK**   
 (Payable to U.S. Postal Service) CHECK NO.           AMT\$

**CREDIT CARD**

AMEX     DISCOVER     MASTERCARD     VISA     DINERS CLUB

Permission to adjust credit card as needed

CARD NO.     -     -     -

SIGNATURE \_\_\_\_\_ EXP DATE   /    
m m / y y

Please provide your billing address for credit card orders.

Name \_\_\_\_\_ City \_\_\_\_\_  
 Street \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE OR FAX ORDERS: PLEASE ALLOW 2 - 3 WEEKS TO PROCESS YOUR ORDER. MAIL-IN ORDERS: PLEASE ALLOW 3 - 4 WEEKS TO PROCESS YOUR ORDER. SHIPPING CHARGES AND PREMIUM OPTION FEES MUST BE INCLUDED FOR EACH PRE-PRINTED RETURN ADDRESS YOU ORDER.