

make an impression with

PERSONALIZED STAMPED ENVELOPES AND CARDS

CONVENIENT
AFFORDABLE
DISTINCTIVE

Ordering Instructions

PERSONALIZE YOUR ENVELOPES with up to seven printed lines—stamped cards may feature up to 5 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.

For Envelopes » Lines may not exceed 47 characters and spaces—40 if all uppercase characters are used utilizing Arial, 8 point font. Selecting another font style or size may modify these maximums. Each line within the return address must be the same style, size and color.

For Stamped Cards » Lines may not exceed 31 characters and spaces—24 if all uppercase characters. Cards may only be ordered in the default font (Arial, 8 point, black). Printing is limited to 5 lines.

HOW TO ORDER

Online » usps.com/pse

By telephone » Call 1-800-782-6724 (between the hours of 6:00 am and 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

For Envelopes » 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, Rockwell, 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 point, 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.)

For Stamped Cards » Cards may only be ordered in the default font (Arial, 8 point, black).

SAMPLE FONT STYLES

Sample text for 8 point Arial. (default)
Sample text for 10 point Arial.
Sample text for 12 point Arial.

Sample text for 8 point Rockwell.
Sample text for 10 point Rockwell.
Sample text for 12 point Rockwell.

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.

Default Sample
8 Point Arial
Boston, MA 02129

DIMENSIONS

ENVELOPE DIMENSIONS

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

WINDOW SIZE

#6 3/4 envelope is 1-1/8" x 4-3/8"
#9 and #10 are 1-1/8" x 4-1/2"

WINDOW LOCATION

1-1/16" from left edge
13/16" from bottom

STAMPED CARD DIMENSIONS

3-1/2" x 5-1/2"

HANDLING 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 (questions or telephone orders) **prior to placing your order** to obtain the additional handling cost for Express Mail® or Priority Mail® service.

For Envelopes

BOXES OF 50

QUANTITY	FEE
1 box	\$ 5.25
2 boxes	\$ 6.50
3 boxes	\$ 7.50
4 boxes	\$ 8.50
5 boxes	\$10.50
6 boxes	\$11.25
7 boxes	\$12.25
8 boxes	\$13.25
9+ boxes	\$15.00

BOXES OF 500

QUANTITY	FEE
1 box	\$9.25
2 boxes	\$15.00

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

Handling charges and premium option fees must be included for each preprinted return address you order. Maximum handling charge \$15.00 for each printed address.

For Stamped Cards

There are no handling charges unless expedited shipping is requested.

FOR INQUIRIES

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

EMAIL

Stampfulfillment.services@usps.gov

PHONE

1-800-782-6724



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Item Numbers & Pricing

BANK SWALLOW ENVELOPE

PSA = PRESSURE SENSITIVE ADHESIVE **WAG** = WATER ACTIVATED GUMMED



#6 3/4 ENVELOPE	QTY PER BOX	PSA ITEM #	PSA COST	WAG ITEM #	WAG COST
REGULAR	500	270735	\$271.65	265635	\$255.90
REGULAR	50	270736	\$33.75	265636	\$28.50
WINDOW	500	270835	\$273.90	265735	\$258.15
WINDOW	50	270836	\$34.80	265736	\$29.55

#9 SECURITY	QTY PER BOX	PSA ITEM #	PSA COST	WAG ITEM #	WAG COST
REGULAR	500	231535	\$275.05	211135	\$259.30
REGULAR	50	231536	\$33.75	211136	\$28.50
WINDOW	500	231635	\$277.30	211235	\$261.55
WINDOW	50	231636	\$34.80	211236	\$29.55

#10 ENVELOPE	QTY PER BOX	PSA ITEM #	PSA COST	WAG ITEM #	WAG COST
REGULAR	500	231335	\$275.05	210935	\$259.30
REGULAR	50	231336	\$33.75	210936	\$28.50
WINDOW	500	231435	\$277.30	210035	\$261.55
WINDOW	50	231436	\$34.80	210036	\$29.55

PURPLE MARTIN ENVELOPE

PSA = PRESSURE SENSITIVE ADHESIVE **WAG** = WATER ACTIVATED GUMMED



#6 3/4 ENVELOPE	QTY PER BOX	PSA ITEM #	PSA COST	WAG ITEM #	WAG COST
REGULAR	500	270935	\$271.65	265835	\$255.90
REGULAR	50	270936	\$33.75	265836	\$28.50
WINDOW	500	271035	\$273.90	265935	\$258.15
WINDOW	50	271036	\$34.80	265936	\$29.55

#9 SECURITY	QTY PER BOX	PSA ITEM #	PSA COST	WAG ITEM #	WAG COST
REGULAR	500	231935	\$275.05	210735	\$259.30
REGULAR	50	231936	\$33.75	210736	\$28.50
WINDOW	500	232035	\$277.30	210835	\$261.55
WINDOW	50	232036	\$34.80	210836	\$29.55

#10 ENVELOPE	QTY PER BOX	PSA ITEM #	PSA COST	WAG ITEM #	WAG COST
REGULAR	500	231735	\$275.05	210535	\$259.30
REGULAR	50	231736	\$33.75	210536	\$28.50
WINDOW	500	231835	\$277.30	210635	\$261.55
WINDOW	50	231836	\$34.80	210636	\$29.55

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LIBERTY BELL ENVELOPE



PSA = PRESSURE SENSITIVE ADHESIVE WAG = WATER ACTIVATED GUMMED

#6 3/4 ENVELOPE	QTY PER BOX	PSA ITEM#	PSA COST	WAG ITEM#	WAG COST
REGULAR	500	270535	\$271.65	265235	\$255.90
REGULAR	50	270536	\$33.75	265236	\$28.50
WINDOW	500	270635	\$273.90	265335	\$258.15
WINDOW	50	270636	\$34.80	265336	\$29.55

#9 SECURITY	QTY PER BOX	PSA ITEM#	PSA COST	WAG ITEM#	WAG COST
REGULAR	500	231135	\$275.05	219635	\$259.30
REGULAR	50	231136	\$33.75	219636	\$28.50
WINDOW	500	231235	\$277.30	219935	\$261.55
WINDOW	50	231236	\$34.80	219936	\$29.55

#10 ENVELOPE	QTY PER BOX	PSA ITEM#	PSA COST	WAG ITEM#	WAG COST
REGULAR	500	230935	\$275.05	219435	\$259.30
REGULAR	50	230936	\$33.75	219436	\$28.50
WINDOW	500	231035	\$277.30	219535	\$261.55
WINDOW	50	231036	\$34.80	219536	\$29.55



FOREVER USA

SAILBOAT CARD

STAMPED CARD	QTY PER BOX	ITEM#	PRICE PER BOX
SAILBOAT	1,000	224135	\$420.00
SAILBOAT	250	224136	\$112.50



USA FOREVER

DEER CARD

STAMPED CARD	QTY PER BOX	ITEM#	PRICE PER BOX
DEER	1,000	225135	\$420.00
DEER	250	225136	\$112.50

