

### PERSONALIZED STAMPED ENVELOPES AND CARDS

**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  $^{\text{TM}}$  for information on USPS  $^{\text{CM}}$  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  $^{\text{TM}}$  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  $\Rightarrow$  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.

 $\label{eq:Sample text for 8 point Rockwell.} Sample text for 10 point Rockwell. \\ Sample text for 12 point Rockwell. \\$ 

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<sup>3</sup>/<sub>4</sub> envelope is 3-5/8" x 6-1/2"

#### WINDOW SIZE >>

# 6<sup>3</sup>/<sub>4</sub> 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
1box	\$ 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
1box	\$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



## PERSONALIZED STAMPED ENVELOPES AND CARDS

# BANK SWALLOW ENVELOPE

PSA = PRESSURE SENSITIVE ADHESIVE

WAG = WATER ACTIVATED GUMMED



#6¾ 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**



#6¾ 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



# PERSONALIZED STAMPÉD ENVELOPES AND CARDS

### LIBERTY BELL ENVELOPE



PSA = PRESSURE SENSITIVE ADHESIVE

WAG = WATER ACTIVATED GUMMED

#6% 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

#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



### SAILBOAT CARD

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



### DEER CARD

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



### CONVENIENT AFFORDABLE DISTINCTIVE

Jrder Form

# PERSONALIZED STAMPED ENVELOPES AND CARDS

NEW CUSTOMER? PI	ease mark   MER? Please write account number*		and telephone orders: 1.			
			ILL IN ALL REQUIRED FIE	and the second s		
RETURN ADDRESS* Clearly print how you would like your return address to appear on your envelope. Please follow instructions on left panel. For <b>bolded</b> lines, please check appropriate box.		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:				
1 2 3 4 5						
6 # 7 #  MARK FOR ALL	UPPERCASE # Lines 6 & 7 are # Lines 6 & 7 are	( not available wh	) en using font size 10 or 12 f	INCLUDING AREA CODE		
	W Ellios o a v alo	not available for	stamped ourds.			
FONT OPTIONS  STYLE  Arial (DEFAULT)  Rockwell  Script  Times New Roman	BLACK (DEFAULT) 8 (DEFAULT)  BLUE 10  GREEN 12  RED	default op Premium Select any fee: \$1.05 FOR STAI Default O feature Ai	ption Pricing» There is tions (Arial, 8 point typ Option Pricing» New p y combination of font st per box of 50; \$2.25 po MPED CARDS	remium options are shov yle, color and/or size for er box of 500 ped cards are printed in l	vn in chart at left. this low additiona	
ITEM #	BOX QTY PRICE	PER BOX	PREMIUM OPTION	TOTAL		
11 E M W	DOX Q11	TER BOX	TREMIUM OF THE	TOTAL		
** See instructions for	r handling charges.	**	SUBTOTAL HANDLING CHARGE GRAND TOTAL	\$ \$ \$		
METHOD OF PAYMEN	IT*		GRAND TOTAL	<u> </u>		
Insufficient payment v	will result in reduced quantities shippe	ed or the orde	r not being processed.	Please do not send cash.		
CHECK (Payable to U.S. Postal	Service) CHECK NO.		AMT (\$)			
CREDIT CARD						
AMEX	CARD NO					
MASTERCARD	SIGNATURE EXP DATE					
VISA	,	QUIRED)	rd ordors	m m y y		
DINERS CLUB	Please provide your billing address for credit card orders.					
Permission to	Name					

City



Street