



# No. 10 Envelope Order

Please complete this order form, include with a signed purchase requisition, and forward to Purchasing, MS #10. If a reorder of an existing envelope, attach a sample to this form. New and revised orders will have a proof emailed to the requisition signer's office for final approval. Envelopes will be delivered directly to the requisition signer. See vendor information below. Delivery: Two weeks after receipt of purchase order.

Please fill out ALL of the information requested below; print clearly. One envelope request per form. Photocopy as needed.

## ORDER REQUESTED BY

Name of Requisitioner	Date of Request
Department/Division Name	Requisition #
Office Location and Mail Station for Direct Delivery	

## VENDOR

**Contract Award: 18PSX0211 (12/01/2018-11/30/2020)**

**Vendor: The John W Gross Co, 266 Waterville Road, Avon, CT 06001**

**Please include quantity, cost and vendor information on purchase requisition.**

## ENVELOPE SPECIFICATIONS (select one style)

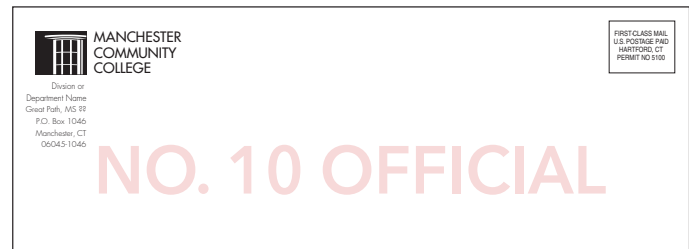
### STYLE #1: No. 10 Official Envelope with Rounded Flap

- 1,000, \$64.50
- 5,000, \$185.70
- 10,000, \$319.20

### STYLE #2: No. 10 Window Envelope with Rounded Flap

- 1,000, \$68.95
- 5,000, \$201.60
- 10,000, \$349.40

Samples of No. 10 Envelopes (9.5 inches wide x 4.125 inches tall) and Return Address Setup



## RETURN ADDRESS AND INDICIA

**Return Address: Please complete or attach a sample envelope with return address.**

Division OR Department Name	Mail Station #
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### INDICIA:

Optional, depending on how the letters are mailed. Please check one.

- NO INDICIA
- FIRST CLASS (must be mailed in batches of at least 200)
- PRESORTED FIRST CLASS (must be mailed via mail house)
- BULK MAIL/NONPROFIT (must be mailed via mail house)

### Samples of Indicias

#### First Class

FIRST-CLASS MAIL  
U.S. POSTAGE PAID  
HARTFORD, CT  
PERMIT NO 5100

#### Presorted First Class

PRESORTED  
FIRST-CLASS MAIL  
U.S. POSTAGE PAID  
HARTFORD, CT  
PERMIT NO 5100

#### Bulk Mail/Nonprofit

NONPROFIT ORG  
U.S. POSTAGE PAID  
HARTFORD, CT  
PERMIT NO 5100