



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: 21PSX0007 (03/01/2021-02/02/2023)

**Vendor: Budget Printers
1718 Park Street
Hartford, CT 06106**

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, \$56.64
- 5,000, \$241.90
- 10,000, \$436.60

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

- 1,000, \$64.90
- 5,000, \$224.20
- 10,000, \$413.00

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
- PRESORTED FIRST CLASS (*must be mailed via mail house*)
- BULK MAIL/NONPROFIT (*must be mailed via mail house*)

**Samples
of Indicias**

Presorted First Class

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

Bulk Mail/Nonprofit

NON-PROFIT ORG
U.S. POSTAGE PAID
HARTFORD, CT
PERMIT NO 5100