



# No. 10 Envelope Order Form

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: 2 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.

## PURCHASE REQUISITION REQUESTED BY

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

## VENDOR INFORMATION FOR REQUISITION

Contract Award: 16PSX0214 (12/01/2016-11/30/2017)

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

**THE JOHN W GROSS CO**  
**266 WATERVILLE ROAD, AVON, CT 06001**

## ENVELOPE SPECIFICATIONS (select one style)

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

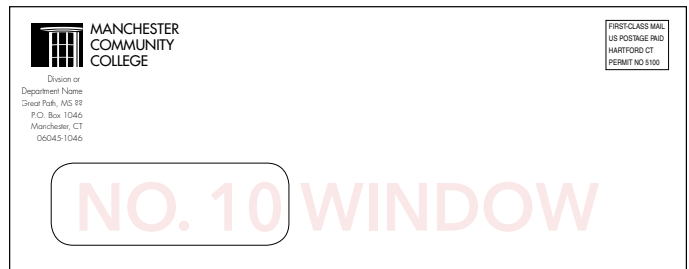
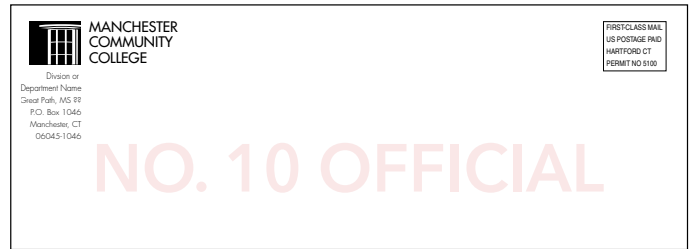
- 1M for a cost of \$67.04 (1M = 1,000)
- 5M for a cost of \$185.10
- 10M for a cost of \$322.90

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

- 1M for a cost of \$70.48 (1M = 1,000)
- 5M for a cost of \$200.50
- 10M for a cost of \$352.20

**Additional Costs:** First-time orders or revised orders will be charged an additional \$30.00 flat charge.

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



## RETURN ADDRESS AND INDICIA INFORMATION

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