



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: 17PSX0203 (12/01/2017-11/30/2018)

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

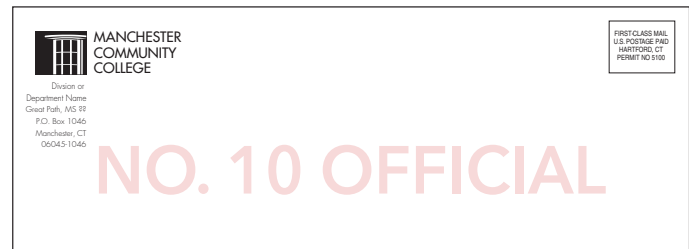
- 1,000, \$64.30
- 5,000, \$181.20
- 10,000, \$310.90

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

- 1,000, \$67.74
- 5,000, \$196.60
- 10,000, \$340.20

Additional Costs: First-time orders or revised orders will be charged an additional \$30 setup charge.

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