

## Envelope Order Form

Complete this form and upload the PDF as supplemental documentation with your online purchase requisition. If a reorder of an existing envelope, scan to a PDF a copy of the envelope and upload with the form as supplemental documentation. New and revised orders will have a proof emailed to the requestor for final approval. Envelopes will be delivered directly to the requisition requestor. See vendor information below. NOTE: if another size is requested, please put in the request directly with the vendor. **Expected delivery:** Two weeks after receipt of purchase order.

Please fill out ALL of the information requested below. One envelope request per form.

### ORDER REQUESTED BY

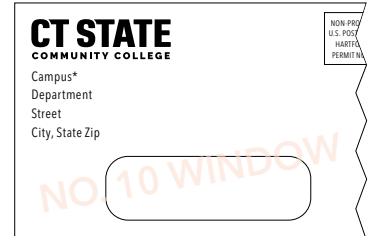
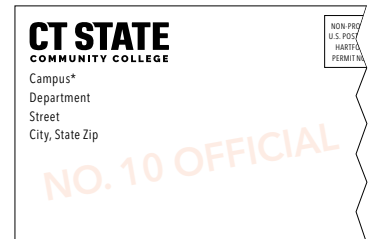
Name of Requisitioner		Date of Request	
Campus (if applicable), Office Location and/or Mail Station for Direct Delivery		Requisition #	
Department Name			
Street Address	City	State	Zip Code

### VENDOR

<b>Vendor:</b> Hartford Business Supply, Inc. dba Budget Printers & Embroiderers 1718 Park Street, Hartford, CT 06106	<b>Please include quantity, cost and vendor information on purchase requisition.</b>
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### ENVELOPE SPECIFICATIONS

<b>STYLE #1: No. 10 Official Envelope</b> <input type="checkbox"/> 1,000, \$129.00 <input type="checkbox"/> 5,000, \$428.00 <input type="checkbox"/> 2,500, \$258.00 <input type="checkbox"/> 10,000, \$778.00	<b>STYLE #3: 6"x9" Envelope with Clasp</b> <input type="checkbox"/> 1,000, \$410.00 <input type="checkbox"/> 5,000, \$1,138.00 <input type="checkbox"/> 2,500, \$688.00 <input type="checkbox"/> 10,000, \$1,969.00
<b>STYLE #2: No. 10 Window Envelope</b> <input type="checkbox"/> 1,000, \$134.00 <input type="checkbox"/> 5,000, \$450.00 <input type="checkbox"/> 2,500, \$271.00 <input type="checkbox"/> 10,000, \$808.00	<b>STYLE #4: 9"x12" Envelope with Clasp</b> <input type="checkbox"/> 1,000, \$516.00 <input type="checkbox"/> 5,000, \$1,310.00 <input type="checkbox"/> 2,500, \$790.00 <input type="checkbox"/> 10,000, \$2,330.00



\*Optional

<b>INDICIA:</b> Optional, depending on how the letters are mailed. Please check one.	<input type="checkbox"/> NO INDICIA <input type="checkbox"/> PRESORTED FIRST CLASS <i>(must be mailed via mail house)</i> <input type="checkbox"/> BULK MAIL/NONPROFIT <i>(must be mailed via mail house)</i>	<b>Samples of Indicias</b>	Presorted First Class	Bulk Mail/Nonprofit
	USPS Permit number _____ at _____ Post Office		PRESORTED FIRST-CLASS MAIL U.S. POSTAGE PAID XXXXXXXX, CT PERMIT NO XXXX	NONPROFIT ORG U.S. POSTAGE PAID XXXXXXXX, CT PERMIT NO XXXX

### SHIPPING ADDRESS (IF DIFFERENT FROM REQUEST)

Shipping Address
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