

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

Vendor: Hartford Business Supply, Inc. dba Budget Printers & Embroiderers
1718 Park Street, Hartford, CT 06106

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

ENVELOPE SPECIFICATIONS

STYLE #1: No. 10 Official Envelope

1,000, \$129.00 5,000, \$428.00
 2,500, \$258.00 10,000, \$778.00

STYLE #3: 6"x9" Envelope with Clasp

1,000, \$410.00 5,000, \$1,138.00
 2,500, \$688.00 10,000, \$1,969.00

STYLE #2: No. 10 Window Envelope

1,000, \$134.00 5,000, \$450.00
 2,500, \$271.00 10,000, \$808.00

STYLE #4: 9"x12" Envelope with Clasp

1,000, \$516.00 5,000, \$1,310.00
 2,500, \$790.00 10,000, \$2,330.00

CT STATE
COMMUNITY COLLEGE

Campus*
Department
Street
City, State Zip

CT STATE
COMMUNITY COLLEGE

Campus*
Department
Street
City, State Zip

NON-PRO
U.S. POST
HARTFORD
PERMIT NO

NON-PRO
U.S. POST
HARTFORD
PERMIT NO

*Optional

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)

USPS Permit number _____ at _____ Post Office

Samples of Indicias

Presorted First Class

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE PAID
XXXXXX, CT
PERMIT NO XXXX

Bulk Mail/Nonprofit

NONPROFIT ORG
U.S. POSTAGE PAID
XXXXXX, CT
PERMIT NO XXXX

SHIPPING ADDRESS (IF DIFFERENT FROM REQUEST)