

No. 10 Envelope Order

Complete this form and upload the PDF as supplemental documentation with your online purchase requisition. If a reorder of an existing envelope, scan a PDF copy of the envelope and upload with the form as supplemental documentation. New and revised orders will have a proof emailed to the requestor's email for final approval. Envelopes will be delivered directly to the requisition requestor. See vendor information below. Expected delivery: Two weeks after receipt of purchase order.

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

ORDER REQUESTED BY

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

VENDOR

Contract Award: 22PSX0214 (3/1/2023-2/28/2025)
Vendor: Hartford Business Supply, Inc. dba Budget Printers & Embroiderers
 1718 Park Street, Hartford, CT 06106
 dan@budget-printers.com

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, \$75.72

5,000, \$368.30

10,000, \$637.60

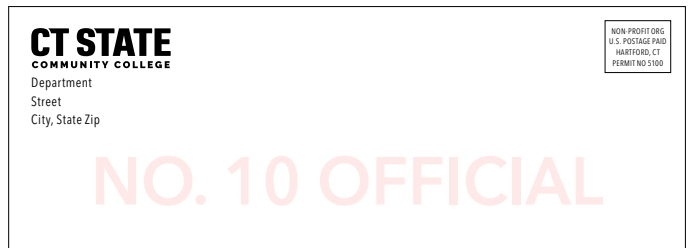
STYLE #2: No. 10 Window Envelope with Rounded Flap

1,000, \$78.30

5,000, \$381.50

10,000, \$658.40

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



RETURN ADDRESS

Return Address:

Department Name	Mail Station # (if applicable)
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