

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

<p>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</p>	<p>Please include quantity, cost and vendor information on purchase requisition.</p>
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ENVELOPE SPECIFICATIONS (select one style)

<p>STYLE #1: No. 10 Official Envelope with Rounded Flap</p> <p><input type="checkbox"/> 1,000, \$105.51</p> <p><input type="checkbox"/> 2,500, \$224.25</p> <p><input type="checkbox"/> 5,000, \$375.35</p>
<p>STYLE #2: No. 10 Window Envelope with Rounded Flap</p> <p><input type="checkbox"/> 1,000, \$109.01</p> <p><input type="checkbox"/> 2,500, \$233.00</p> <p><input type="checkbox"/> 5,000, \$392.85</p>

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

<p>CT STATE COMMUNITY COLLEGE CAMPUS NAME HERE Department Street Address City, State, Zip Code</p> <p>NO. 10 OFFICIAL</p>
<p>CT STATE COMMUNITY COLLEGE CAMPUS NAME HERE Department Street Address City, State, Zip Code</p> <p>NO. 10 WINDOW</p>

RETURN ADDRESS

Return Address:	
Department Name	Mail Station # (if applicable)
Street Address	City
	State
	Zip Code