

United States Postal Service
Personalized Envelope Order Form

DO NOT STAPLE OR ATTACH CLIPS

Boxes of 500

Description	Size	Denom-ination	Item No.	No. Boxes	Price per Box	= Cost
Ribbon Star Regular	6 3/4"	37 ¢	2641		\$202.00	\$
Ribbon Star Regular	10"	37 ¢	2141		\$205.00	
Ribbon Star Window	6 3/4"	37 ¢	2642		\$202.00	
Ribbon Star Window	10"	37 ¢	2142		\$205.00	
Ribbon Star Security (Regular)	9"	37 ¢	2143		\$205.00	
Ribbon Star Security (Window)	9"	37 ¢	2154		\$205.00	
Non-profit Sheep* (Regular)	6 3/4"	5 ¢	2627		\$ 42.00	
Non-profit Sheep* (Regular)	10"	5 ¢	2151		\$ 45.00	
Non-profit Sheep* (Window)	6 3/4"	5 ¢	2628		\$ 42.00	
Non-profit Sheep* (Window)	10"	5 ¢	2152		\$ 45.00	
Eagle, Standard Mail*	10"	10 ¢	2153		\$ 70.00	
* Must Meet Postal Requirements for This Category						
Shipping & Handling Charge (Max. charge \$9.85 for each address printed)						
One Box		\$5.85		➤ Shipping & Handling		
Two or More Boxes		9.85				
Subtotal						\$
TOTAL Boxes of 500						\$

Printing of Upper Left-Hand Return-Only Address (Not Addressee)

Daytime Telephone ()

Ship to Address (If different from above). Must Include Full Name and Address.

Boxes of 50

Description	Size	Denom-ination	Item No.	No. Boxes	Price Per Box	= Cost
Ribbon Star Regular	6 3/4"	37 ¢	2625		\$22.00	\$
Ribbon Star Regular	10"	37 ¢	2105		\$22.00	
Ribbon Star Window	6 3/4"	37 ¢	2626		\$22.00	
Ribbon Star Window	10"	37 ¢	2106		\$22.00	
Ribbon Star Security (Regular)	9"	37 ¢	2108		\$22.00	
Ribbon Star Security (Window)	9"	37 ¢	2109		\$22.00	
Subtotal						\$
➤ Shipping & Handling						
TOTAL Boxes of 50						\$

Printing of Upper Left-Hand Return-Only Address (Not Addressee)

Daytime Telephone ()

Ship to Address (If different from above). Must Include Full Name and Address.

Amount of Order	Charge
\$.00 to 22.00	\$3.85
22.01 - 44.00	4.85
44.01 - 66.00	5.85
66.01 - 88.00	6.85
88.01 - 110.00	7.85
\$110.01 - 132.00	8.85
132.01 and up	9.85

***** NOTE: Insufficient payment will result in either reduced quantities shipped, or your order not processed. *****

Total Enclosed and Method of Payment

Make check or money order (do not send cash) payable to US Postal Service and mail to: STAMP FULFILLMENT SERVICES US POSTAL SERVICE PO BOX 7247 PHILADELPHIA PA 19170-7103 or:	TOTAL Boxes of 500	\$	NOTE: Other designs will be available at a later date.
	TOTAL Boxes of 50		
	Shipping & Handling Fee		
	GRAND TOTAL	\$	

Charge to my: Discover VISA MasterCard American Express Diner's Club

Credit Card No.

Signature _____

Mo. Yr.

Exp. Date:

I authorize the Postal Service to adjust credit card payment if necessary

Personalized stamped envelopes may be ordered by credit card, check or money order made payable to the U. S. Postal Service for the total amount due. (All orders must be prepaid and include any prior balances.) Personalized stamped envelopes may be **reordered** by phone (1-800-782-6724) or FAX (1-816-545-1212) using a Discover, VISA, MasterCard, or American Express credit card.

Personalize your envelopes with up to seven printed lines on a #10 business envelope (five lines if a USPS endorsement is used) or four lines on a small #6 3/4 personal envelope. Contact your local post office for information about USPS endorsements. Please note that only official postal endorsements can be printed below the city, state, and ZIP Code line.

Lines may not exceed 47 characters and spaces or 40 characters, if all uppercase letters are used.

A maximum of two lines may be used to advertise your business or service (Attorney at Law, Quality Auto Service, etc.) and will be placed above the local address in regular type. If you wish to have your telephone number, FAX number or E-mail address included in your return address, it must appear after the advertising lines (If used) and above the local address.

Your return address will be printed with a flush left margin using 8-point Helvetica type. The main line(s) will be printed in bold type. Advertising lines may not be printed in bold type.

Envelope dimensions:

#10 envelope is 4 1/8 inch x 9 1/2 inch
9 envelope is 3 7/8 inch x 8 7/8 inch
6 3/4 envelope is 3 5/8 inch x 6 1/2 inch

Window size:

1 1/8 inch x 4 3/4 inch

Window location:

1 inch from the left edge and 5/8 inch from the bottom of the envelope

A separate order form is required for each address to be printed. Shipping and handling charges must be applied for each pre-printed return address ordered.

Mail orders to:

7231
STAMP FULFILLMENT SERVICES
P0 BOX 7247
PHILADELPHIA PA 19101-9014

Thank You For Your Order
