make an impression with

PERSONALIZED STAMPED ENVELOPES AND CARDS

CONVENIENT
AFFORDABLE
DISTINCTIVE

Ordering Instructions

PERSONALIZE YOUR ENVELOPES with up to seven printed lines—stamped cards may feature up to 5 lines. Envelope size, fonts and/or endorsement selections may modify the number of lines available. Contact your Post Office™ for information on USPS® endorsements (Return Service Requested, Address Service Requested, Forwarding Service Requested and Change Service Requested, or Temp-Return Service Requested). Please note: Nothing can be printed below the City, State and ZIP Code™ line except official postal endorsements.

For Envelopes » Lines may not exceed 47 characters and spaces—40 if all uppercase characters are used utilizing Arial, 8 point font. Selecting another font style or size may modify these maximums. Each line within the return address must be the same style, size and color.

For Stamped Cards » Lines may not exceed 31 characters and spaces—24 if all uppercase characters. Cards may only be ordered in the default font (Arial, 8 point, black). Printing is limited to 5 lines.

HOW TO ORDER

Online » *usps.com/pse*
By telephone » Call 1-800-782-6724 (between the hours of 6:00 am and 2:00 am EST)
By fax » Fax order form to 1-816-545-1201
By mail » Send order(s) to:
Personalized Stamped Envelope Program
U.S. Postal Service
Stamp Fulfillment Services
PO Box 7247
Philadelphia PA 19101-7103

* *A separate order form is required for each return address ordered.*
* *Purchasers are responsible for their text or item errors. All claims regarding orders must be made within six months.*

PAYMENT INFORMATION

You may pay for your order by credit card, check or money order made payable to U.S. Postal Service for the total amount due. All orders must be prepaid and include any prior balances. Insufficient payment will result in either reduced quantities ordered or your order not being processed. We accept the following credit cards: VISA, MasterCard, Discover/Novus, American Express.

FONT OPTIONS

For Envelopes » Your return address will be printed with a flush left margin. USPS now offers a variety of font styles, sizes and colors to personalize your envelopes. Choose from Arial, Rockwell, Script or Times New Roman fonts; black, blue, green or red ink; sized at 8, 10 or 12 points. The default option is Arial, 8 point, printed in black ink. This selection is included in the base price for envelopes. However, for a minor additional charge, you may select from any combination of fonts, colors and sizes listed. You may also elect to uppercase all type and/or bold individual lines at no additional charge. *(The default option, Arial 8 point black, will be used if no premium options are selected.)*
For Stamped Cards » Cards may only be ordered in the default font (Arial, 8 point, black).

SAMPLE FONT STYLES

Sample text for 8 point Arial. (default)
Sample text for 10 point Arial.
Sample text for 12 point Arial.

Sample text for 8 point Rockwell.
Sample text for 10 point Rockwell.
Sample text for 12 point Rockwell.

Sample text for 8 point Script.
Sample text for 10 point Script.
Sample text for 12 point Script.

Sample text for 8 point Times New Roman.
Sample text for 10 point Times New Roman.
Sample text for 12 point Times New Roman.

Default Sample
8 Point Arial
Boston, MA 02129

DIMENSIONS

ENVELOPE DIMENSIONS »
10 envelope is 4-1/8" x 9-1/2"
9 envelope is 3-7/8" x 8-7/8"
6¾ envelope is 3-5/8" x 6-1/2"

WINDOW SIZE »
6¾ envelope is 1-1/8" x 4-3/8"
9 and # 10 are 1-1/8" x 4-1/2"

WINDOW LOCATION »
1-1/16" from left edge
13/16" from bottom

STAMPED CARD DIMENSIONS »
3-1/2" x 5-1/2"

HANDLING CHARGES

Please allow 2-3 weeks for delivery of telephone and fax orders. Please allow 3-4 weeks for delivery of mail orders.

***For expedited delivery**, call 1-800-782-6724 (questions or telephone orders) **prior to placing your order** to obtain the additional handling cost for Express Mail® or Priority Mail® service.*

For Envelopes

BOXES OF 50 »

QUANTITY	FEE
1 box	$ 5.25
2 boxes	$ 6.50
3 boxes	$ 7.65
4 boxes	$ 8.70
5 boxes	$10.70
6 boxes	$11.50
7 boxes	$12.70
8 boxes	$14.00
9+ boxes	$15.75

BOXES OF 500 »

QUANTITY	FEE
1 box	$9.50
2 boxes	$15.75

For orders greater than eight boxes of 50, a box of 500 is your best buy.

Handling charges and premium option fees must be included for each preprinted return address you order. Maximum handling charge $16.15 for each printed address.

For Stamped Cards

There are no handling charges unless expedited shipping is requested.

FOR INQUIRIES

Stamp Fulfillment Services
U.S. Postal Service
PO Box 219208
Kansas City, MO 64121-9208

EMAIL »
Stampfulfillment.services@usps.gov

PHONE »
1-800-782-6724

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Item Numbers & Pricing

BANK SWALLOW ENVELOPE

PSA = PRESSURE SENSITIVE ADHESIVE WAG = WATER ACTIVATED GUMMED

Bank Swallow

#6¾ ENVELOPE	QTY PER BOX	PSA ITEM #	PSA COST	WAG ITEM #	WAG COST
REGULAR	500	270725	$277.25	265625	$261.50
REGULAR	50	270726	$34.40	265626	$29.15
WINDOW	500	270825	$279.50	265725	$263.75
WINDOW	50	270826	$35.45	265726	$30.20

#9 SECURITY	QTY PER BOX	PSA ITEM #	PSA COST	WAG ITEM #	WAG COST
REGULAR	500	231525	$280.75	211125	$265.00
REGULAR	50	231526	$34.40	211126	$29.15
WINDOW	500	231625	$283.00	211225	$267.25
WINDOW	50	231626	$35.45	211226	$30.20

#10 ENVELOPE	QTY PER BOX	PSA ITEM #	PSA COST	WAG ITEM #	WAG COST
REGULAR	500	231325	$280.75	210925	$265.00
REGULAR	50	231326	$34.40	210926	$29.15
WINDOW	500	231425	$283.00	210025	$267.25
WINDOW	50	231426	$35.45	210026	$30.20

FOLK ART EAGLE ENVELOPE

PSA = PRESSURE SENSITIVE ADHESIVE WAG = WATER ACTIVATED GUMMED

#6¾ ENVELOPE	QTY PER BOX	PSA ITEM#	PSA COST	WAG ITEM#	WAG COST
REGULAR	500	271125	$277.25	266125	$272.65
REGULAR	50	271126	$34.40	266126	$29.15
WINDOW	500	271225	$279.50	266225	$263.75
WINDOW	50	271226	$35.45	266226	$30.20

#9 SECURITY	QTY PER BOX	PSA ITEM#	PSA COST	WAG ITEM#	WAG COST
REGULAR	500	232425	$20.75	214625	$265.00
REGULAR	50	232426	$34.40	214626	$29.15
WINDOW	500	232525	$283.00	214725	$267.25
WINDOW	50	232526	$35.45	214726	$30.20

#10 ENVELOPE	QTY PER BOX	PSA ITEM#	PSA COST	WAG ITEM#	WAG COST
REGULAR	500	232125	$280.75	214425	$265.00
REGULAR	50	232126	$34.40	214426	$29.15
WINDOW	500	232225	$283.00	214525	$267.25
WINDOW	50	232226	$35.45	214526	$30.20

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Item Numbers & Pricing

TREE CARD

STAMPED CARD	QTY PER BOX	ITEM#	PRICE PER BOX
TREE	1,000	227945	$430.00
TREE	250	227946	$115.00

FANCIFUL FLOWERS CARD

STAMPED CARD	QTY PER BOX	ITEM#	PRICE PER BOX
FLOWER	1,000	222125	$430.00
FLOWER	250	222126	$115.00

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Order Form

NEW CUSTOMER? Please mark ☐
RETURNING CUSTOMER? Please write account number*

_____
Account Number

RETURN ADDRESS*
Clearly print how you would like your return address to appear on your envelope. Please follow instructions on left panel. For **bolded** lines, please check appropriate box.

1	☐
2	☐
3	☐
4	☐
5	☐
6 #	☐
7 #	☐

☐ MARK FOR ALL UPPERCASE

Question and telephone orders: **1-800-782-6724**

TO AVOID DELAY IN PROCESSING YOUR ORDER, PLEASE FILL IN ALL REQUIRED FIELDS (*).

SHIPPING ADDRESS
If you prefer this order to be shipped to an address other than what is printed on the envelope, please indicate 'Ship To' address below:

_____
_____
_____
_____
_____

DAYTIME TELEPHONE NUMBER INCLUDING AREA CODE
( )

Lines 6 & 7 are not available when using font size 10 or 12 for envelopes.
Lines 6 & 7 are not available for stamped cards.

FONT OPTIONS

STYLE	COLOR	SIZE
☐ Arial (DEFAULT)	☐ BLACK (DEFAULT)	☐ 8 (DEFAULT)
☐ Rockwell	☐ BLUE	☐ 10
☐ *Script*	☐ GREEN	☐ 12
☐ Times New Roman	☐ RED	

FOR ENVELOPES
Default Option Pricing>> There is no additional charge if you choose only default options (Arial, 8 point type in black).
Premium Option Pricing>> New premium options are shown in chart at left. Select any combination of font style, color and/or size for this low additional fee: **$1.05** per box of 50; **$2.25** per box of 500.

FOR STAMPED CARDS
Default Option Pricing>> All stamped cards are printed in black ink and feature Arial, 8 point font.
Premium Option Pricing>> Does not apply.

ITEM #	BOX QTY	PRICE PER BOX	PREMIUM OPTION	TOTAL

*** See instructions for handling charges.*

SUBTOTAL	$
**HANDLING CHARGE	$
GRAND TOTAL	**$**

METHOD OF PAYMENT*
Insufficient payment will result in reduced quantities shipped or the order not being processed. Please do not send cash.

CHECK ☐
(Payable to U.S. Postal Service) CHECK NO. ☐☐☐☐☐☐☐ AMT ($) ☐☐☐☐.☐☐

CREDIT CARD ☐

☐ AMEX
☐ DISCOVER
☐ MASTERCARD
☐ VISA

☐ *Permission to adjust credit card as needed*

CARD NO. ☐☐☐☐ - ☐☐☐☐ - ☐☐☐☐ - ☐☐☐☐

SIGNATURE _____ (REQUIRED) EXP DATE ☐☐/☐☐ (m m / y y)

Please provide your billing address for credit card orders.

_____
Name

_____
Street *City* *State* *ZIP*

UNITED STATES POSTAL SERVICE®

PHONE OR FAX ORDERS: PLEASE ALLOW 2 – 3 WEEKS TO PROCESS YOUR ORDER. MAIL-IN ORDERS: PLEASE ALLOW 3 – 4 WEEKS TO PROCESS YOUR ORDER. SHIPPING CHARGES AND PREMIUM OPTION FEES MUST BE INCLUDED FOR EACH PREPRINTED RETURN ADDRESS YOU ORDER. **DIRECTIONS:** 1. PERFORATE ORDER FORM 2. FOLD ORDER FORM IN HALF 3. INSERT INTO REPLY ENVELOPE