

Ordering Instructions

PERSONALIZE YOUR ENVELOPES with up to seven printed 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.

Lines may not exceed 47 characters and spaces—40 if all uppercase letters 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.

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 or Diners Club International.

FONT OPTIONS

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.

SAMPLE FONT STYLES

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

Default Sample
 8 Point Arial
 Boston, MA 02129

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.

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 & # 10 are 1-1/8" x 4-1/2"

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

SHIPPING 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 prior to placing your order to obtain the additional shipping cost for Express Mail® or Priority Mail® service.

BOXES OF 50

QUANTITY	FEE
1 box.....	\$ 5.00
2 boxes.....	\$ 6.50
3 boxes.....	\$ 7.50
4 boxes.....	\$ 8.50
5 boxes.....	\$10.50
6 boxes.....	\$11.00
7 boxes.....	\$12.00
8 boxes.....	\$13.00
9 boxes.....	\$14.00

BOXES OF 500

QUANTITY	FEE
1 box.....	\$9.00
2 boxes.....	\$14.00

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

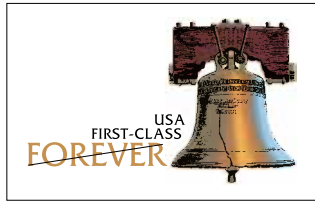
Shipping charges and premium option fees must be included for each pre-printed return address you order. Maximum shipping charge \$14.00 for each printed address.

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



Item Numbers

— LIBERTY BELL STAMP —

6 3/4" ENVELOPE	QTY PER BOX	*PSA ITEM #	PSA COST	**WAG ITEM #	WAG COST
REGULAR	500	270592	\$264.70	265292	\$249.70
REGULAR	50	270597	\$32.50	265297	\$27.50
WINDOW	500	270692	\$266.70	265392	\$251.70
WINDOW	50	270697	\$33.50	265397	\$28.50

9" SECURITY	QTY PER BOX	*PSA ITEM #	PSA COST	**WAG ITEM #	WAG COST
REGULAR	500	231192	\$267.95	219692	\$252.95
REGULAR	50	231197	\$32.50	219697	\$27.50
WINDOW	500	231292	\$269.95	219992	\$254.95
WINDOW	50	231297	\$33.50	219997	\$28.50

10" ENVELOPE	QTY PER BOX	*PSA ITEM #	PSA COST	**WAG ITEM #	WAG COST
REGULAR	500	230992	\$267.95	219492	\$252.95
REGULAR	50	230997	\$32.50	219497	\$27.50
WINDOW	500	231092	\$269.95	219592	\$254.95
WINDOW	50	231097	\$33.50	219597	\$28.50



Item Numbers

— PURPLE MARTIN STAMP —

6 3/4" ENVELOPE	QTY PER BOX	PSA ITEM #	PSA COST	WAG ITEM #	WAG COST
REGULAR	500	270990	\$264.70	265890	\$249.70
REGULAR	50	270995	\$32.50	265895	\$27.50
WINDOW	500	271090	\$266.70	265990	\$251.70
WINDOW	50	271095	\$33.50	265995	\$28.50

9" SECURITY	QTY PER BOX	PSA ITEM #	PSA COST	WAG ITEM #	WAG COST
REGULAR	500	231990	\$267.95	210790	\$252.95
REGULAR	50	231995	\$32.50	210795	\$27.50
WINDOW	500	232090	\$269.95	210890	\$254.95
WINDOW	50	232095	\$33.50	210895	\$28.50

10" ENVELOPE	QTY PER BOX	PSA ITEM #	PSA COST	WAG ITEM #	WAG COST
REGULAR	500	231790	\$267.95	210590	\$252.95
REGULAR	50	231795	\$32.50	210595	\$27.50
WINDOW	500	231890	\$269.95	210690	\$254.95
WINDOW	50	231895	\$33.50	210695	\$28.50

*PSA = PRESSURE SENSITIVE ADHESIVE
 **WAG = WATER ACTIVATED GUMMED

Order Form

1-800-782-6724



NEW CUSTOMER? Please mark

RETURNING CUSTOMER? Please write account number*

Account Number _____

RETURN ADDRESS*

Print clearly as you would like for it to appear on your envelope. Please follow instructions on left panel.
For **bolded** lines, please check appropriate box below.

1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6 #	<input type="checkbox"/>
7 #	<input type="checkbox"/>

MARK FOR ALL UPPERCASE # Lines 6 & 7 are not available when using font size 10 or 12.

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 () _____

FONT OPTIONS			DEFAULT OPTION PRICING	
STYLE	COLOR	SIZE	There is no additional charge if you choose only default options (Arial, 8 point type in black).	
<input type="checkbox"/> Arial (DEFAULT)	<input type="checkbox"/> BLACK (DEFAULT)	<input type="checkbox"/> 8 (DEFAULT)	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: • \$1.00 per box of 50 • \$2.10 per box of 500	
<input type="checkbox"/> Rockwell	<input type="checkbox"/> BLUE	<input type="checkbox"/> 10		
<input type="checkbox"/> Script	<input type="checkbox"/> GREEN	<input type="checkbox"/> 12		
<input type="checkbox"/> Times New Roman	<input type="checkbox"/> RED			

ITEM #	BOX QTY	PRICE PER BOX	PREMIUM OPTION	TOTAL

** See left panel for shipping charges.	SUBTOTAL	\$
	** SHIPPING 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 DINERS CLUB

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 _____

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 PRE-PRINTED RETURN ADDRESS YOU ORDER.