

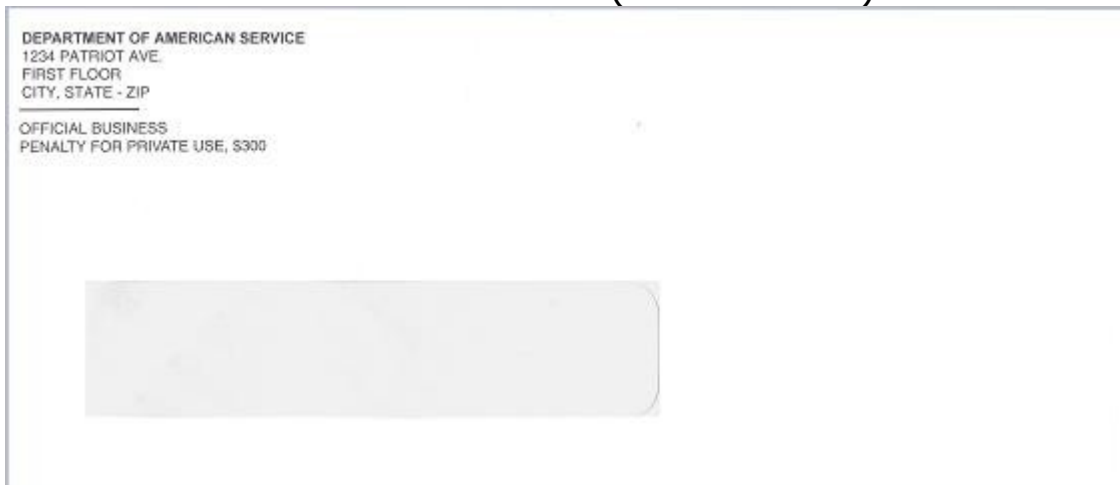
ENVELOPE PRINTING FORMAT DESCRIPTION

NOTE: To proceed ordering online, go to the tool bar to the left and click on ENVELOPES. The envelope format options will appear in a drop-down window as you proceed through the checkout process.

Also note: Printing that requires additional set up may be considered a 'custom' order.

If you have any questions on formats or how to place an order on Andrews Office Supplies Online, don't hesitate to call our customer service team toll free at 1-888-788-8520.

RETURN ADDRESS (Basic Format)



Window and Non-Window Styles

- Up to six lines of type in the corner, not including Official Business.
- One additional line of type on the face of the envelope is included.

May be ordered in combination with the following formats:

- **Pre-Sorted First Class Mail**
- **Agency Logo**
- **Reverse Side Printing**

\$0.00/MX

PRE-SORTED FIRST CLASS MAIL



Window and Non-Window Styles

- Presorted First Class Mail. Rectangular box in the upper right-hand corner of the envelope contains the following four lines of print: Presorted First Class Mail, Postage & Fees Paid, Agency Name and Permit Number.

May be ordered in combination with the following formats:

- Return Address
- Agency Logo
- Reverse Side Printing

\$0.00/MX

(Above sample is shown in combination with "Return Address" and "Agency Logo".)

COURTESY REPLY



Non-Window Styles Only

- Also called "Return Mail Envelope"
- Corner printing consists of up to six lines of type.
- Includes centered printing of address
- Option of return address printed in upper left corner (up to 6 lines) OR blank lines as shown above.

May be ordered in combination with the following formats:

- Reverse Side Printing

\$1.50/MX



Non-Window Styles

- As shown above
- NOTE: First-time customers or those with a change of address or zip code MUST provide camera-ready artwork supplied from the USPS. Click here for instructions on obtaining camera-ready artwork from the USPS (this needs to be a hot button to the explanation in FAQ's)

May be ordered in combination with "Reverse Side Printing" only.

\$4.00/MX

AGENCY LOGO



Window and Non-Window Styles

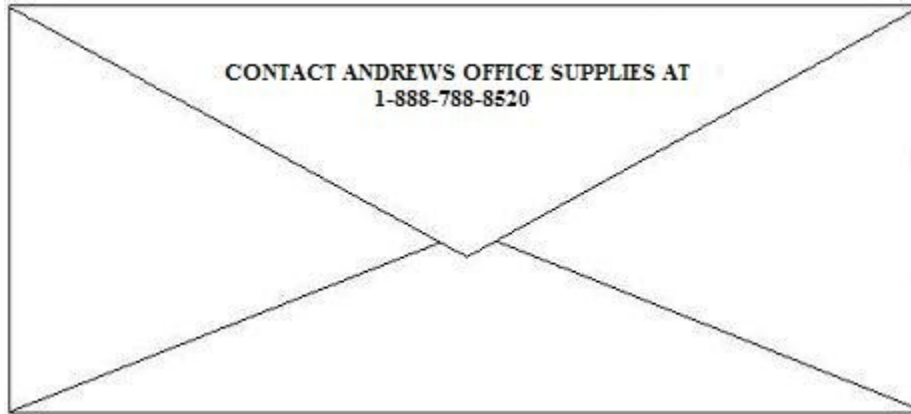
- Please specify RIGHT or LEFT placement of Your Logo
- First time customers, please provide us with an image file of your logo. Give us a call at 1-888-788-8520. We may already have it on file. [Click here for instructions on how to send the image file of your logo.](#) (this needs to be a hot button to the explanation in the FAQ's)

(Example above is shown in combination with "Return Address".)

May be ordered in combination with the following formats:

- **Return Address**
 - **Pre-Sorted First Class Mail**
- \$1.50/MX**

REVERSE SIDE PRINTING



Window and Non-Window Styles

- Up to 3-4 lines of printing, centered as shown

May be ordered in combination with ALL formats.
\$2.50/MX