

### 1 Select Size

- #10 - Standard Business Letter - 9.5 x 4.5
- #9 - Standard Business Reply - 8 7/8 x 3 7/8  
(fits inside #10)
- 6.75 - fits Half Sheet Letter - 6.5 x 3 5/8
- 9 x 6 Booklet—open side (long)
- 6 x 9 Catalog—open top (short)
- 12 x 9 Booklet—open side
- 9 x 12 Catalog—open top
- 10 x 13 Booklet—open side
- 10 x 13 Catalog—open top

### 2 Select Quantity

- 500     1000     Other \_\_\_\_\_
- 500     1000     Other \_\_\_\_\_
- 500     1000     Other \_\_\_\_\_
- 500     1000     Other \_\_\_\_\_
- 500     1000     Other \_\_\_\_\_
- 500     1000     Other \_\_\_\_\_
- 500     1000     Other \_\_\_\_\_
- 500     1000     Other \_\_\_\_\_

### 3 Select Order Type

- New**  
see number 5
- Reprint**  
Existing envelope - no changes  
see number 4
- Revision**  
Existing envelope - with changes  
see number 4

### 4 Attach sample of existing envelope with any changes clearly marked. See number 6.

### 5 Provide Return Address Information      include only information you wish to appear on envelope

Department Name \_\_\_\_\_

### 6 Provide Contact Information

Name \_\_\_\_\_

Extension \_\_\_\_\_

Department \_\_\_\_\_

Account Number (required) \_\_\_\_\_



### 7 Return to Publications Office Leighton 404. 1-PUBLIC Allow 1-2 weeks for delivery.