

# 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](https://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.....	\$12.75
9 boxes.....	\$13.50

## BOXES OF 500

QUANTITY	FEE
1 box.....	\$9.00
2 boxes.....	\$13.50

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

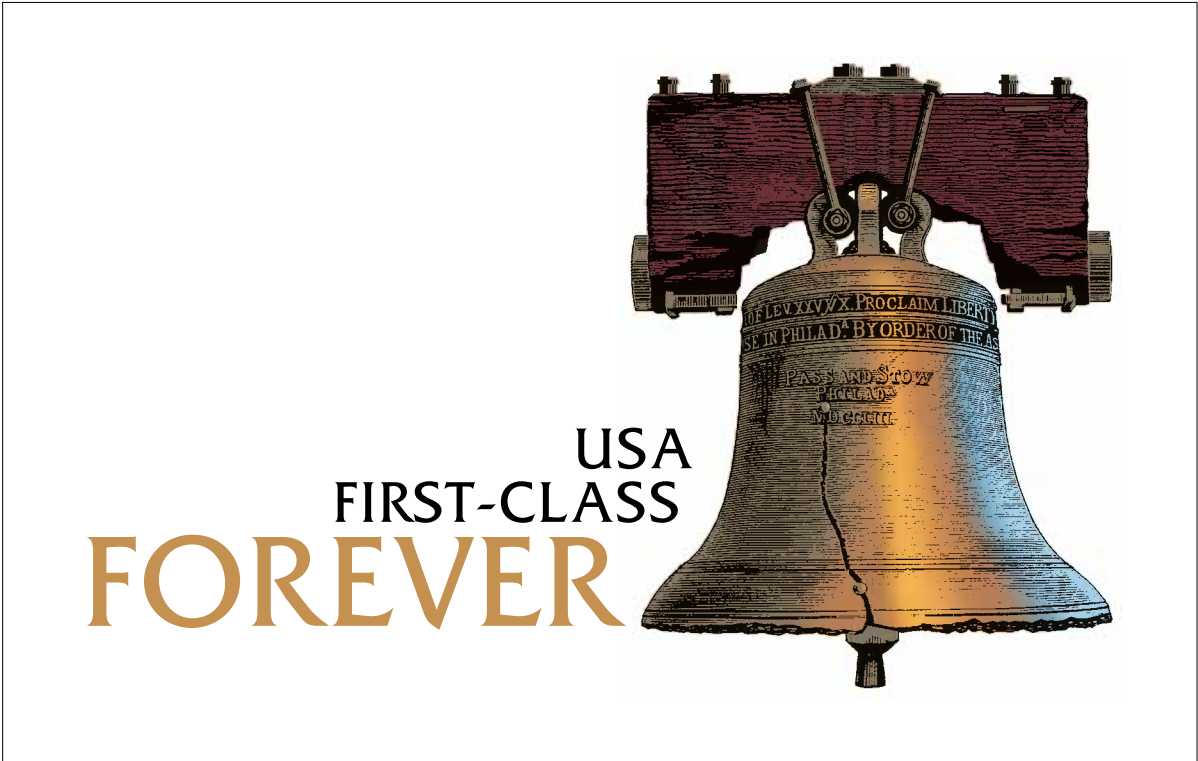
*Shipping charges and premium option fees must be included for each pre-printed return address you order. Maximum shipping charge \$13.50 for each printed address.*

## FOR INQUIRIES

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

**EMAIL** »  
[Stampfulfillment.services@usps.gov](mailto: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	270591	\$259.75	265291	\$244.75
REGULAR	50	270596	\$31.90	265296	\$26.90
WINDOW	500	270691	\$259.75	265391	\$244.75
WINDOW	50	270696	\$31.90	265396	\$26.90

9" SECURITY	QTY PER BOX	*PSA ITEM#	PSA COST	**WAG ITEM#	WAG COST
REGULAR	500	231191	\$263.00	219691	\$248.00
REGULAR	50	231196	\$31.90	219696	\$26.90
WINDOW	500	231291	\$263.00	219991	\$248.00
WINDOW	50	231296	\$31.90	219996	\$26.90

10" ENVELOPE	QTY PER BOX	*PSA ITEM#	PSA COST	**WAG ITEM#	WAG COST
REGULAR	500	230991	\$263.00	219491	\$248.00
REGULAR	50	230996	\$31.90	219496	\$26.90
WINDOW	500	231091	\$263.00	219591	\$248.00
WINDOW	50	231096	\$31.90	219596	\$26.90

\*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.

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

**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 ( ) \_\_\_\_\_

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

**FONT OPTIONS**

STYLE	COLOR	SIZE
<input type="checkbox"/> Arial (DEFAULT)	<input type="checkbox"/> BLACK (DEFAULT)	<input type="checkbox"/> 8 (DEFAULT)
<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	

**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:

• **\$1.00** per box of 50 • **\$2.10** per box of 500

ITEM #	BOX QTY	PRICE PER BOX	PREMIUM OPTION	TOTAL

\*\* See left panel for shipping charges.

SUBTOTAL	\$
** SHIPPING CHARGE	\$
<b>GRAND TOTAL</b>	<b>\$</b>

**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.

**DIRECTIONS:** 1. PERFORATE ORDER FORM 2. FOLD ORDER FORM IN HALF 3. INSERT INTO REPLY ENVELOPE