

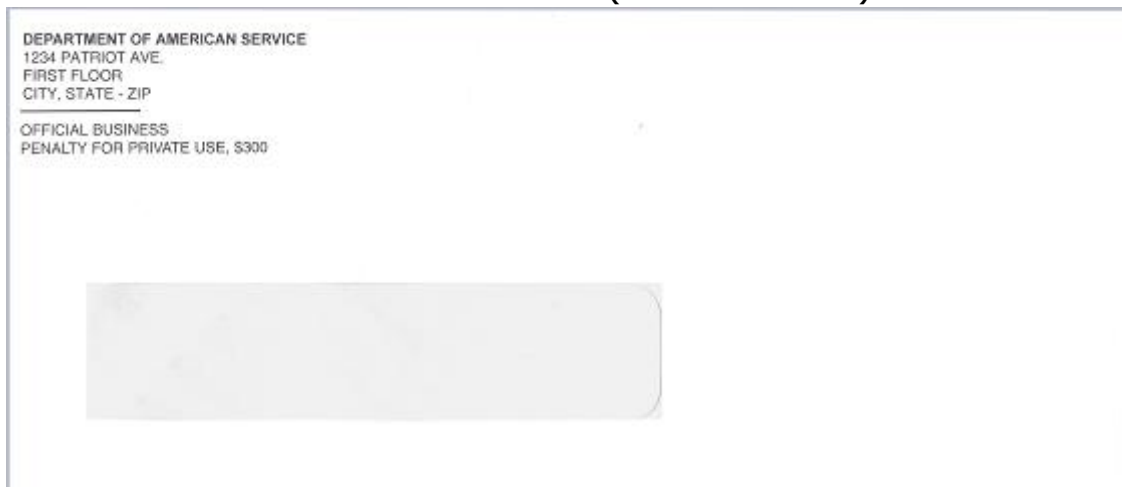
## ENVELOPE FORMAT DESCRIPTION

### PLEASE NOTE:

- Envelope format options will appear in drop-down windows as you proceed through the checkout process on this site.
- An email proof for approval will be sent prior to printing.
- 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**
- **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
- \$0.00/MX**

## BUSINESS REPLY



### Non-Window Styles Only

- 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.

**May be ordered in combination with "Reverse side" printing.  
\$0.00/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.

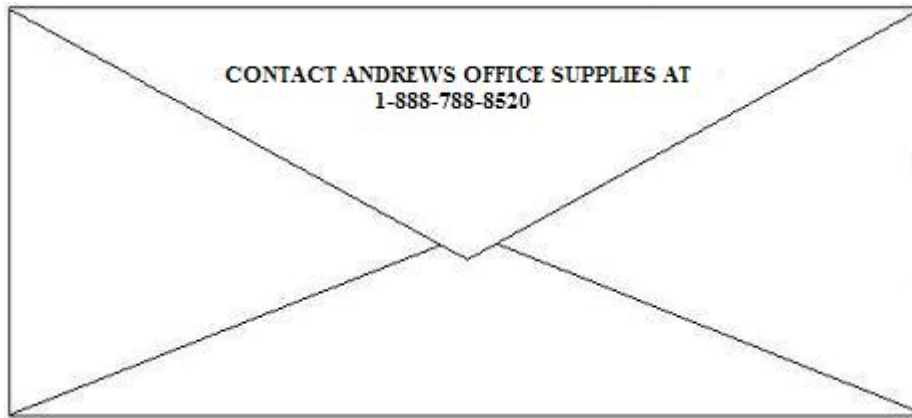
**May be ordered in combination with the following formats:**

- Return Address
- Pre-Sorted First Class

**\$0.00/MX**

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

## 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.**

**\$0.00/MX**