REQ# _____

Lincoln University

Envelope Order

Fill out the desired items and quantities and calculate your purchase + freight based on our contract pricing.
Attach this form and an envelope sample to your requisition.

Requestor's Information:		Phone No:		
Name:		Fax#:		
E-mail Address:		Signature:		
Department:				
Items to Order				
			Check One Choice	Write One Amount
Lincoln University #10 Regular NO Window Printed 1/0	Quantity	Amount		
One Color – Blue	2,500	$ 154.40		
Attach Sample Please	5,000	$ 259.55		
			Check One Choice	Write One Amount
Lincoln University #10 Regular NO Window Printed 2/0	Quantity	Amount		
Two Color – Blue/Orange	1,000	$ 147.05		
Attach Sample Please	2,500	$ 204.45		
	5,000	$ 314.20		
			Check One Choice	Write One Amount
Lincoln University #10 Standard Window Printed 1/0	Quantity	Amount		
One Color Blue	1,000	$ 107.10		
Attach Sample Please	2,500	$ 176.70		
	5,000	$ 288.50		
			Check One Choice	Write One Amount
Lincoln University #10 Standard Window Printed 2/0	Quantity	Amount		
Two Color – Blue/Orange	1,000.	$ 151.50		
Attach Sample Please	2,500	$ 216.20		
	5,000	$ 328.10		

Please contact Purchasing for freight charges.

Freight $ _____

Total cost for envelopes $ _____

Revised 11/2026