

REQ#

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: Name: Fax#:		7			
E-mail Address: Signature: Signature:	Requestor's Information:		Phone No:		
Department:	Name:		Fax#:		
Items to Order	E-mail Address:	-	Signature:		
Check One	Department:	1			
Choice Amount	Items to Order	1			
One Color – Blue 2,500 \$ 135.95					
Attach Sample Please 5,000 \$ 215.75 Check One Choice Write One Amount	Lincoln University #10 Regular NO Window Printed 1/0	Quantity	Amount		
Check One Choice	One Color – Blue	2,500	\$ 135.95		
Choice Amount	Attach Sample Please	5,000	\$ 215.75		
Lincoln University #10 Regular NO Window Printed 2/0 Two Color – Blue/Orange Attach Sample Please 2,500 \$ 190.15 5,000 \$ 270.95 Check One Choice Amount Lincoln University #10 Standard Window Printed 1/0 One Color Blue Attach Sample Please 2,500 \$ 99.35 Attach Sample Please 2,500 \$ 143.40 5,000 \$ 232.40 Check One Choice Amount Choice Amount Lincoln University #10 Standard Window Printed 2/0 Amount Check One Choice Amount Amount Lincoln University #10 Standard Window Printed 2/0 Lincoln University #10 Standard Window Printed 2/0 Amount Two Color – Blue/Orange 1,000. \$ 144.50 Attach Sample Please				Check One	Write One
Two Color – Blue/Orange 1,000 \$ 141.00 Attach Sample Please 2,500 \$ 190.15 5,000 \$ 270.95 Check One Choice Write One Amount Lincoln University #10 Standard Window Printed 1/0 Quantity Amount One Color Blue 1,000 \$ 99.35 Attach Sample Please 2,500 \$ 143.40 5,000 \$ 232.40 Check One Choice Write One Amount Lincoln University #10 Standard Window Printed 2/0 Quantity Amount Two Color – Blue/Orange 1,000. \$ 144.50 Attach Sample Please 2,500 \$ 1198.60				Choice	Amount
Attach Sample Please 2,500 \$ 190.15	Lincoln University #10 Regular NO Window Printed 2/0	Quantity	<u>Amount</u>		
5,000 \$ 270.95 Check One Choice Amount	Two Color – Blue/Orange	1,000	\$ 141.00		
Lincoln University #10 Standard Window Printed 1/0 One Color Blue Attach Sample Please 2,500 \$143.40 5,000 \$232.40 Check One Amount Choice Amount Check One Amount Check One Choice Choice Amount Check One Write One Choice Amount Choice Amount Lincoln University #10 Standard Window Printed 2/0 Two Color – Blue/Orange Attach Sample Please 2,500 \$144.50 Attach Sample Please	Attach Sample Please	2,500	\$ 190.15		
Lincoln University #10 Standard Window Printed 1/0 One Color Blue Attach Sample Please 2,500 \$143.40 5,000 \$232.40 Check One Choice Amount Choice Amount Choice Amount Choice Amount Lincoln University #10 Standard Window Printed 2/0 Two Color – Blue/Orange Attach Sample Please 2,500 \$143.60		5,000	\$ 270.95		
Lincoln University #10 Standard Window Printed 1/0 One Color Blue Amount 1,000 \$ 99.35 Attach Sample Please 2,500 \$ 143.40 5,000 \$ 232.40 Check One Choice Amount Lincoln University #10 Standard Window Printed 2/0 Two Color – Blue/Orange Amount Amount Amount 2,500 \$ 144.50 Attach Sample Please 2,500 \$ 1198.60				Check One	Write One
One Color Blue 1,000 \$ 99.35 Attach Sample Please 2,500 \$ 143.40 5,000 \$ 232.40 Check One Choice Choice Amount Lincoln University #10 Standard Window Printed 2/0 Quantity Amount Two Color – Blue/Orange 1,000. \$ 144.50 Attach Sample Please 2,500 \$ 1198.60				Choice	Amount
Attach Sample Please 2,500 \$ 143.40	Lincoln University #10 Standard Window Printed 1/0	<u>Quantity</u>	<u>Amount</u>		
5,000 \$ 232.40 Check One Choice Amount Lincoln University #10 Standard Window Printed 2/0 Two Color – Blue/Orange 1,000. \$ 144.50 Attach Sample Please 2,500 \$ 1198.60	One Color Blue	1,000	\$ 99.35		
Check One Choice Amount Lincoln University #10 Standard Window Printed 2/0 Two Color – Blue/Orange Attach Sample Please Check One Choice Amount Amount 1,000. \$ 144.50 \$ 1198.60	Attach Sample Please	2,500	\$ 143.40		
Lincoln University #10 Standard Window Printed 2/0QuantityAmountChoiceAmountTwo Color – Blue/Orange1,000.\$ 144.50\$ 144.50Attach Sample Please2,500\$ 1198.60\$ 1198.60		5,000	\$ 232.40		
Lincoln University #10 Standard Window Printed 2/0QuantityAmountTwo Color – Blue/Orange1,000.\$ 144.50Attach Sample Please2,500\$ 1198.60				Check One	Write One
Two Color – Blue/Orange 1,000. \$ 144.50 Attach Sample Please 2,500 \$ 1198.60				Choice	Amount
Attach Sample Please 2,500 \$ 1198.60	Lincoln University #10 Standard Window Printed 2/0	Quantity	<u>Amount</u>		
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5,000 \$ 287.65	Attach Sample Please	2,500			
		5,000	\$ 287.65		

Please contact Purchasing for freight charges.

Freight	\$
Total cost for envelopes	\$