

## No. 10 Envelope Order

Complete this form and upload the PDF as supplemental documentation with your online purchase requisition. If a reorder of an existing envelope, scan a PDF copy of the envelope and upload with the form as supplemental documentation. New and revised orders will have a proof emailed to the requestor's email for final approval. Envelopes will be delivered directly to the requisition requestor. See vendor information below. Expected delivery: Two weeks after receipt of purchase order.

Please fill out ALL of the information requested below; print clearly. One envelope request per form.

### ORDER REQUESTED BY

Name of Requisitioner	Date of Request
Department Name	Requisition #
Campus Location, Office Location and Mail Station for Direct Delivery	

### VENDOR

**Contract Award: 22PSX0214** (3/1/2023-2/28/2025)

**Vendor:** Hartford Business Supply, Inc. dba Budget Printers & Embroiderers  
1718 Park Street, Hartford, CT 06106  
dan@budget-printers.com

**Please include quantity, cost and vendor information on purchase requisition.**

### ENVELOPE SPECIFICATIONS (select one style)

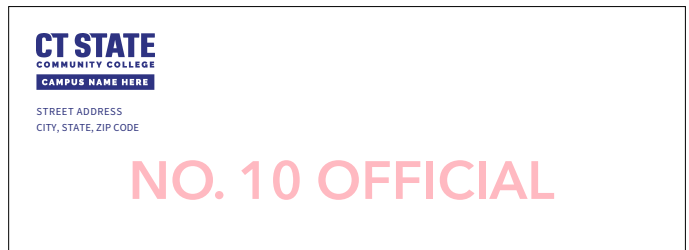

#### STYLE #1: No. 10 Official Envelope with Rounded Flap

- ☐ 1,000, \$105.51
- ☐ 2,500, \$224.25
- ☐ 5,000, \$375.35

#### STYLE #2: No. 10 Window Envelope with Rounded Flap

- ☐ 1,000, \$109.01
- ☐ 2,500, \$233.00
- ☐ 5,000, \$392.85

Samples of No. 10 Envelopes (9.5 inches wide x 4.125 inches tall) and Return Address Setup

 <p>CT STATE COMMUNITY COLLEGE CAMPUS NAME HERE STREET ADDRESS CITY, STATE, ZIP CODE <b>NO. 10 OFFICIAL</b></p>
 <p>CT STATE COMMUNITY COLLEGE CAMPUS NAME HERE STREET ADDRESS CITY, STATE, ZIP CODE <b>NO. 10 WINDOW</b></p>

### RETURN ADDRESS

#### Return Address:

Department Name		Mail Station # (if applicable)	
Street Address	City	State	Zip Code