

Dept. Requisition or PO # \_\_\_\_\_

KSPS Job # \_\_\_\_\_

# Envelope Order



## CONTACT/BILLING INFORMATION

Name of college, dept, or unit \_\_\_\_\_

Person to look at proof \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

Email \_\_\_\_\_

Deliver to \_\_\_\_\_ Pick Up \_\_\_\_\_

Approval Signature \_\_\_\_\_

## K-State Printing Services

Production Plant  
5980 Corporate Drive  
Phone: 532-6308 Fax: 532-7637  
Campus Office  
108 K-State Union  
Phone: 532-1526 Fax: 532-7303  
www.ksu.edu/printservices

Due Date \_\_\_\_\_

Previous job # \_\_\_\_\_

**Provide a copy of your old envelope, or submit new copy typed on separate page.**

STOCK	SIZE	QUANTITY (# of envelopes)
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White #10 - 2 color.....	9 1/2 x 4 1/8	_____
White #10 - 1 color.....	9 1/2 x 4 1/8	_____
White #10 left window - 2 color.....	9 1/2 x 4 1/8	_____
White #9 - 1 color.....	8 7/8 x 3 7/8	_____
White #6 3/4 - 2 color.....	6 1/2 x 3 5/8	_____
White # 6 3/4 window.....	6 1/2 x 3 5/8	_____
White open end - 2 color.....	6 1/2 x 9 1/2	_____
White open end - 2 color.....	12 x 9	_____
White open end - 2 color.....	13 x 10	_____
Manila Kraft #10.....	9 1/2 x 4 1/8	_____
Manila Kraft #10 left window.....	9 1/2 x 4 1/8	_____
Manila Kraft #6 3/4.....	6 1/2 x 3 5/8	_____
Manila Kraft #6 3/4 window.....	6 1/2 x 3 5/8	_____
Manila Kraft Check one <input type="checkbox"/> clasp <input type="checkbox"/> no clasp.....	9 x 6	_____
Manila Kraft Check one <input type="checkbox"/> clasp <input type="checkbox"/> no clasp.....	9 1/2 x 6 1/2	_____
Manila Kraft Check one <input type="checkbox"/> clasp <input type="checkbox"/> no clasp.....	10 1/2 x 7 1/2	_____
Manila Kraft Check one <input type="checkbox"/> clasp <input type="checkbox"/> no clasp.....	12 x 9	_____
Manila Kraft Check one <input type="checkbox"/> clasp <input type="checkbox"/> no clasp.....	13 x 10	_____
Manila Kraft Check one <input type="checkbox"/> clasp <input type="checkbox"/> no clasp.....	15 1/2 x 12	_____
Airmail #10.....	9 1/2 x 4 1/8	_____
Airmail #10 left window.....	9 1/2 x 4 1/8	_____

The same version of the logo should be printed on both the letterhead and #10 envelopes.  
Please indicate which logo you are using.

Signature only

Signature w/ Anderson Hall

Signature w/ Powercat



Other

White: KSPS  
Yellow: Customer