



# ENVELOPES

Use one order form for each order.  
**DO NOT WRITE IN SHADED AREAS.**

PS Job Number

Date Ordered	Date Needed ( <i>Not ASAP</i> )	Date Received	Date Completed
Department to be Charged		Account Number - <i>no order will be started without an account #</i>	
Ordered By		Delivery Instructions	

Envelopes are printed according to the Visual Identity Guide in regard to layout and paper used. They can be printed with black and orange ink or black ink only and are done in increments of 500. You also have your choice of logo to be used and it is recommended that your envelope logo and letterhead logo be the same. In compliance with University policy, envelopes will not be personalized, including any envelopes that are used in return mail.

**Please make any changes on previous envelope and attach. NOTE:** Consider ordering a larger quantity for all users within your department as the cost is less per piece (storage space permitting).

**EXACT REPEAT**  
*Sample must be submitted on exact repeat orders.*

**PRICING IS FOR BOTH #10 ENVELOPES AND #9 ENVELOPES.**

*#10 envelopes are used mainly for outgoing materials.*

*#9 envelopes are used for return mail (such as business reply).*

QUANTITY	2 COLOR INK	BLACK INK
<input type="checkbox"/> 500	61.00	41.00
<input type="checkbox"/> 1000	80.00	61.00
<input type="checkbox"/> 1500	95.00	76.00
<input type="checkbox"/> 2000	110.00	90.00
<input type="checkbox"/> 2500	125.00	106.00
<input type="checkbox"/> 3000	140.00	120.00
<input type="checkbox"/> _____	<i>Call for quote if needed</i>	

**POSTAL REGULATIONS:** Printing Services will review orders for any postal issues that might incur additional postage charges and/or rejection by the post office.

**NON-PROFIT INDICIA USAGE:** Mailing under the ONU Non-Profit Indicia does save considerable money; however, regulations must be followed. Some of these regulations include but are not limited to:

- minimum of 200 pieces
- be in zip code order (addressing)
- be machinable
- meet size requirement
- meet paper requirement
- meet construction requirement
- meet Move Update requirement
- adhere to non-profit content rules

Surcharges will be assessed by the post office for failure to comply.

**Please review your needs PRIOR to printing.**

*Prices are effective as of 8/2009.*

*Printing Services reserves the right to adjust pricing if material costs increase at any time.*

**LOGO CHOICE**

 Orange Logo/  
Word Mark  
OHIO NORTHERN UNIVERSITY

 Black Logo/  
Word Mark  
OHIO NORTHERN UNIVERSITY

 Black only Logo/  
Word Mark  
OHIO NORTHERN UNIVERSITY



**TOTAL COST \$**