

**Envelope Order Form (Click to see sample envelope)**

**New Instructions:** You must fill out this form and submit it online. Handwritten forms will not be accepted. Use a separate form for each order. After completing this form on screen, use the Load the Form button, then click the Review button. You may return to page 1, update the information, Load the Form again, and Review as needed. When your information is correct you may print the PDF, then click Submit.

**Delivery:** Your order will be delivered to your department by Campus Mail or Warehouse/Receiving. Direct-to-department delivery is available for a \$10 additional charge. A rush order, which includes direct-to-department

delivery, is an additional \$45. The vendor will send all invoices to Accounts Payable.

**Deadline:** Orders are run in batches, with a Tuesday noon cutoff for delivery the following Tuesday. Orders arriving after the deadline will go into the following week's order. Prices are good through June 30, 2009.

**Accuracy counts:** Envelopes will be printed directly from the text you submit. If you make a typographical error, your department will be charged for the order. No proofs will be provided.

**ACCOUNTING DATA (all fields required)**

Your name: \_\_\_\_\_ Your extension: \_\_\_\_\_

PSU Index Code: \_\_\_\_\_ Your email address: \_\_\_\_\_

Email address of person with Department Budget Approval (just one please): \_\_\_\_\_

**Each order requires email confirmation from the budget authority or it will not be processed. Unapproved orders will be deleted after 30 days.**

**ENVELOPE PRICES (see Delivery section for optional charges)**

Quantity	Price	Quantity	Price	Quantity	Price	Quantity	Price	Quantity	Price	Quantity	Price
500	\$212	1,000	\$274	1,500	\$350	2,000	\$411	5,000	\$807	10,000	\$1471

**ORDERING INFORMATION**

Quantity ordered: Envelopes  500  1,000  1,500  2,000  5,000  10,000

- Delivery:**
- Delivered to your department by Campus Mail or Warehouse/Receiving (included)
  - \$10—Direct to Department delivery.
  - \$45—Rush order, which is two working days and includes Direct to Department delivery

**RETURN ADDRESS INFORMATION (Do not abbreviate, except SW, NE, etc. in street address):**

Questions? See the example (link here). Required fields are marked with an asterisk (\*). Spaces count as one character. Please do not use "all caps" except for recognized acronyms. **Four lines maximum. 75 characters maximum per line.**

Line 1: Your school, college or parent unit (optional) \_\_\_\_\_

\*Line 2: Your office or department \_\_\_\_\_

\*Line 3: PO box number or Address \_\_\_\_\_

\*Line 4: City, State, Zip (5 digit only) \_\_\_\_\_

**Special Instructions**

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**then**



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