

Envelope Order Form (Click [here](#) 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.

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	\$215	1,000	\$280	1,500	\$357	2,000	\$422	5,000	\$834	10,000	\$1524

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

then



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