

## **Envelope Information Cover Sheet**

### **Included in This File**

The items contained in this PDF file are:

- GSA Supply Schedule, Office Supplies, pages 25 through 31
- Envelope Samples
  - CCC payment envelope
  - #10 plain envelope
  - #10 plain envelope, First Class Presort
  - #10 plain envelope, Standard (A) bulk
  - #10 window envelope
  - #10 window envelope, First Class Presort
  - #10 window envelope, Standard (A) bulk

The GSA numbered pages should replace the pages in your current catalog, because the following pages contain GSA envelope ordering information that has changed for contract year 1998. Also included are samples of envelopes with indicia for first class pre-sort and standard (A) bulk mailing. The CCC payment envelope does not have samples with indicia, because normally, with direct deposit, offices will not have enough per mailing to presort.

### **Exceptions**

The samples with the Standard (A) mailing indicia include the “Return Service Requested” endorsement. The USPS does not require an endorsement on Standard (A) mailings to qualify for a mailing discount, but an endorsement may be used if you wish to do so.

### **Editing the Return Address**

The return address area of the PDF files may be edited, allowing the State office to type the names and addresses of county offices for which they are placing orders. This will allow the State office to include samples with their envelope orders.

**Note:** When entering office name and address information into the return address area of the PDF file, the person typing the information will have to “click” their mouse out of the area before printing, otherwise, the return address area will be blank when the envelope sample is printed.

### **Comments/Suggestions**

If you'd like envelope examples placed on the BBS as separated files please email Reed Franklin.

## DELIVERY ZONES

### Delivery Zones

The items herein are covered by the zones below, which consist of the geographic areas specified. These zones are used to determine delivered prices.

#### Zone 1

Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Puerto Rico, Rhode Island, Vermont and the Virgin Islands

#### Zone 2

Delaware, District of Columbia, Maryland, Pennsylvania, Virginia and West Virginia

#### Zone 3

Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina and Tennessee

#### Zone 4

Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, Ohio and Wisconsin

#### Zone 5

Arkansas, Colorado, Louisiana, Montana, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Utah and Wyoming

#### Zone 6

Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon and Washington

### Plant/Contractor Indicators

Westvaco (S)	Springfield, MA
Westvaco (W)	Williamsburg, PA

## SUPPLIES, SERVICES AND PRICE LIST

### Commodity Listing Information

- Index Numbers.
- Descriptions.
- Zones.
- Awarded prices.
- Awarded contractors.

See the "Contractors" section for complete collector information, including contractor names, addresses and telephone numbers, contract numbers and contract effective dates.

\* Indicates small business set-aside.

Prices shown for Index No. 1 through 32 are for 1 000 envelopes delivered. **Minimum order quantity is 5000 envelopes unless otherwise indicated.**

### NONWINDOW ENVELOPES

Light Brown or Natural Kraft, Open Side

### Substance 20, Bursting Strength 30

- |   |                     |                 |
|---|---------------------|-----------------|
| <b>1</b>  | <b>41/8 x 9 1/2</b> | <b>Style 17</b> |
| Printed with up to 6 lines of boldface type in the center of the envelope and with a square corner box with 2 lines of boldface type located at the lower left-hand corner as ordered or printing format A, B, C, D or E. |                     |                 |

Zone	Price (\$)	Contractor
1	12.45	Westvaco (W)
2	12.15	Westvaco (W)
3	12.55	Westvaco (W)
4	12.45	Westvaco (W)
5	13.05	Westvaco (W)
6	13.85	Westvaco (W)

### Substance 24, Bursting Strength 38

- |                     |                       |                  |
|---------------------|-----------------------|------------------|
| <b>2</b>            | <b>6 1/16 x 9 1/2</b> | <b>Style 535</b> |
| Minimum order 1 MX. |                       |                  |

Zone	Price (\$)	Contractor
1	17.00	American Mail-Well
2	17.25	American Mail-Well
3	18.75	American Mail-Well
4	18.75	American Mail-Well
5	19.00	American Mail-Well
6	20.50	American Mail-Well

<b>3</b>	<b>6 1/8 x 10 1/2</b>	<b>Style 540</b>	Printed with up to 6 lines of boldface type in the center of the envelope and with a square corner box with 2 lines of boldface type located in the lower left-hand corner or printing format A, B, C, D or E. Minimum order 1 MX.		
			<b>Zone</b>	<b>Price (\$)</b>	<b>Contractor</b>
			1	22.59	Bowers
			2	22.53	Bowers
			3	23.93	Bowers
			4	26.55	Bowers
			5	33.85	Bowers
			6	34.98	Bowers
<b>4</b>	<b>7 1/2 x 10 1/2</b>	<b>Style 57</b>	Minimum order 1 MX.		
			<b>Zone</b>	<b>Price (\$)</b>	<b>Contractor</b>
			1	99.95	Bowers
			2	89.42	Bowers
			3	86.39	Bowers
			4	87.99	Bowers
			5	89.90	Bowers
			6	89.95	Bowers
<b>5</b>	<b>8 1/2 x 11 1/2</b>	<b>Style 68</b>	Minimum order 1 MX.		
			<b>Zone</b>	<b>Price (\$)</b>	<b>Contractor</b>
			1	21.51	American Mail-Well
			2	21.19	American Mail-Well
			3	21.89	American Mail-Well
			4	22.10	American Mail-Well
			5	24.34	American Mail-Well
			6	25.35	American Mail-Well
<b>6</b>	<b>9 x 12"</b>	<b>Style 87</b>	Minimum order 1 MX.		
			<b>Zone</b>	<b>Price (\$)</b>	<b>Contractor</b>
			1	23.92	American Mail-Well
			2	23.52	American Mail-Well
			3	24.37	American Mail-Well
			4	24.65	American Mail-Well
			5	26.00	American Mail-Well
			6	28.79	American Mail-Well
<b>7</b>	<b>9 1/2 x 12</b>	<b>Style 84</b>	Any seam, except high-cut diagonal. Minimum order 1 MX.		
			<b>Zone</b>	<b>Price (\$)</b>	<b>Contractor</b>
			1	23.81	American Mail-Well
			2	23.43	American Mail-Well
			3	24.22	American Mail-Well
			4	24.49	American Mail-Well
			5	25.71	American Mail-Well
			6	29.24	American Mail-Well
<b>8</b>	<b>9 1/2 x 12 "</b>	<b>Style 84-D</b>	High-cut diagonal seam only. Minimum order 1 MX.		
			<b>Zone</b>	<b>Price (\$)</b>	<b>Contractor</b>
			1	47.30	Westvaco (S)
			2	47.32	Westvaco (S)
			3	48.25	Westvaco (S)
			4	48.05	Westvaco (S)
			5	49.55	Westvaco (S)
			6	51.15	Westvaco (S)
<b>9</b>	<b>9 1/2 x 12 1/2</b>	<b>Style 87-5</b>	Minimum order 1 MX.		
			<b>Zone</b>	<b>Price (\$)</b>	<b>Contractor</b>
			1	28.91	American Mail-Well
			2	28.35	American Mail-Well
			3	29.51	American Mail-Well
			4	29.90	American Mail-Well
			5	31.74	American Mail-Well
			6	34.19	Westvaco
<b>10</b>	<b>11x 13 (3-1/4 " flap)</b>	<b>Style 95</b>	Minimum order 1 MX.		
			<b>Zone</b>	<b>Price (\$)</b>	<b>Contractor</b>
			1	50.60	Westvaco (S)
			2	49.00	Westvaco (S)
			3	51.60	Westvaco (S)
			4	51.25	Westvaco (S)
			5	54.35	Westvaco (S)
			6	62.70	Westvaco (S)
<b>11</b>	<b>10 x 15 " (5" flap)</b>	<b>Style 93</b>			
			<b>Zone</b>	<b>Price (\$)</b>	<b>Contractor</b>
			1	48.09	Westvaco (?)
			2	48.45	Westvaco (?)
			3	49.45	Westvaco (?)
			4	49.50	Westvaco (?)
			5	54.92	?
			6	59.70	?

**12 12 x 16 " (5" flap)** **Style 104**  
Minimum order 1 MX.

Zone	Price (\$)	Contractor
1	108.00	Ames
2	108.00	Ames
3	108.00	Ames
4	131.00	Ames
5	131.00	Ames
6	131.00	Ames

## NONWINDOW ENVELOPES

Light Brown or Natural Kraft, Open End, Center Seam

### Substance 20, Bursting Strength 30

**13 2 ½ x 4 ¼ "** **Style 111**  
Nonmailable.

Zone	Price (\$)	Contractor
1	27.95	Bowers
2	27.72	Bowers
3	27.30	Bowers
4	27.30	Bowers
5	27.72	Bowers
6	27.95	Bowers

**14 3 ¾ x 5 "** **Style 111**

Zone	Price (\$)	Contractor
1	41.39	Bowers
2	40.67	Bowers
3	39.95	Bowers
4	39.95	Bowers
5	40.67	Bowers
6	41.39	Bowers

## NONWINDOW ENVELOPES

White, Open Side

### Substance 20, Bursting Strength 20

Zone	Price (\$)	Contractor
1	8.51	American Mail-Well
2	8.25	Westvaco (W)
3	8.65	American Mail-Well
4	8.70	Westvaco (W)
5	9.14	American Mail-Well
6	9.81	Westvaco (W)

**16 4 x 9 ½ "** **Style 192**  
Any seam except high-cut diagonal..

Zone	Price (\$)	Contractor
1	9.49	Bowers
2	10.59	Bowers
3	10.26	Bowers
4	8.57	Westvaco (W)
5	8.94	Westvaco (W)
6	9.60	Westvaco (W)

**17 4 x 9 ½ "** **Style 192-D**  
High-cut diagonal seam only.

Zone	Price (\$)	Contractor
1	12.20	Bowers
2	13.11	Bowers *
3	13.23	Bowers *
4	12.45	Bowers
5	12.97	Bowers
6	14.38	Bowers

### Substance 24, Bursting Strength 24

**18 3 x 8** **Style 294**

Zone	Price (\$)	Contractor
1	21.16	Bowers
2	21.09	Bowers
3	20.47	Bowers
4	20.04	Bowers
5	22.20	Bowers
6	24.25	Bowers

**19 4 x 9 ½ "** **Style 299**

Zone	Price (\$)	Contractor
1	11.82	Westvaco (W)
2	11.32	Westvaco (W)
3	12.00	Westvaco (W)
4	12.07	Westvaco (W)
5	12.68	Westvaco (W)
6	13.38	Westvaco (W)

**20 4 ½ x 10** **Style 194**

Zone	Price (\$)	Contractor
1	14.15	Westvaco (W)
2	13.98	Westvaco (W)
3	14.37	Westvaco (W)
4	14.28	Westvaco (W)
5	14.87	Westvaco (W)
6	15.33	Westvaco (W)

## NONWINDOW ENVELOPES

White, Open Side, with Opaquing Design Printed Inside

### Substance 20, Bursting Strength 20

21	3	x 8	"	Style 203
Zone	Price (\$)	Contractor		
1	24.40	Bowers		
2	23.78	Bowers		
3	23.83	Bowers		
4	22.48	Bowers		
5	25.13	Bowers		
6	27.02	Bowers		

22	4	x 9 ½	"	Style 204
Zone	Price (\$)	Contractor		
1	13.77	Westvaco (W)		
2	13.32	Westvaco (W)		
3	14.01	Westvaco (W)		
4	14.06	Westvaco (W)		
5	14.69	Westvaco (W)		
6	15.39	Westvaco (W)		

## NONWINDOW ENVELOPES

Colored, Open Side, Available in Blue, Light Green, Pink or Goldenrod, as Ordered

23	3	x 8	"	Style 210
Zone	Price (\$)	Contractor		
1	28.79	Bowers		
2	27.42	Bowers		
3	28.98	Bowers		
4	27.53	Bowers		
5	28.10	Bowers		
6	29.25	Bowers		

## WINDOW ENVELOPES

Light Brown or Natural Kraft, Open Side

### Substance 20, Bursting Strength 30

24	3 9/16	x 7	Style 550
Printed with a six to seven line "message to postmaster" in square box and printing format A, B or C, as ordered.			
Zone	Price (\$)	Contractor	
1	41.40	Bowers	
2	39.36	Bowers	
3	37.90	Bowers	
4	37.85	Bowers	
5	42.95	Bowers	
6	44.65	Bowers	

### Substance 24, Bursting Strength 38

25	3	x 8	"	Style 407
Zone	Price (\$)	Contractor		
1	26.51	Bowers		
2	25.43	Bowers		
3	25.08	Bowers		
4	25.41	Bowers		
5	26.39	Bowers		
6	28.16	Bowers		

26	3 9/16	x 8 3/4	"	Style 545
Zone	Price (\$)	Contractor		
1	37.09	Bowers		
2	34.96	Bowers		
3	34.99	Bowers		
4	34.91	Bowers		
5	36.07	Bowers		
6	37.42	Bowers		

27	5 3/4	x 9 1/2	"	Style 425-5
Zone	Price (\$)	Contractor		
1	27.14	Bowers		
2	26.42	Bowers		
3	26.81	Bowers		
4	28.46	Bowers		
5	28.11	Bowers		
6	30.93	Bowers		

## WINDOW ENVELOPES

White, Open Side

### Substance 24, Bursting Strength 24

28	4	x 9 1/2	"	Style 600-D
White wove, opaquing design printed inside, high-cut diagonal seam only.				

Zone	Price (\$)	Contractor
1	13.92	Westvaco (S)
2	13.39	Westvaco (S)
3	14.27	Westvaco (S)
4	14.19	Westvaco (S)
5	14.72	Westvaco (S)
6	15.13	Westvaco (S)

29	4 1/2	x 10	"	Style 436
Zone	Price (\$)	Contractor		
1	38.98	Bowers		
2	38.56	Bowers		
3	38.32	Bowers		
4	37.29	Bowers		
5	39.31	Bowers		
6	40.25	Bowers		

**Substance 20, Bursting Strength 20 or  
Substance 24, Bursting Strength 24 (at  
Contractor's Discretion)**

**30 3 x 8 " Style 433**

Zone	Price (\$)	Contractor
1	15.02	Bowers
2	14.45	Bowers
3	15.49	Bowers
4	15.39	Bowers
5	16.08	Bowers
6	16.59	Bowers

**31 4 x 9 ½ " Style 435**

Any seam except high-cut diagonal.

Zone	Price (\$)	Contractor
1	12.99	Bowers
2	12.71	Bowers
3	13.24	Bowers
4	12.74	Bowers
5	13.31	Westvaco (W)
6	13.83	Westvaco (W)

**32 4 x 9 ½ " Style 435-D**

High-cut diagonal seam only.

Zone	Price (\$)	Contractor
1	14.32	Westvaco (S)
2	14.03	Westvaco (S)
3	14.37	Westvaco (S)
4	14.67	Westvaco (S)
5	14.61	Westvaco (S)
6	15.52	Westvaco (S)

**NONWINDOW ENVELOPES**

Extra-Strong Envelopes, BX of 500; Minimum Order 1 BX

**33 9 ½ x 12 ½ " Style 604**

Dupont tyvek or equal, white, open end, center seam, substance 18.

Zone	Price (\$)	Contractor
1	101.20	American Mail-Well
2	101.20	American Mail-Well
3	101.20	American Mail-Well
4	101.20	American Mail-Well
5	101.20	American Mail-Well
6	101.20	American Mail-Well

**34 12 x 15 ½ " Style 605**

Zone	Price (\$)	Contractor
1	133.70	American Mail-Well
2	133.70	American Mail-Well
3	133.70	American Mail-Well
4	133.70	American Mail-Well
5	133.70	American Mail-Well
6	133.70	American Mail-Well

**CROSS-REFERENCES TO RELATED  
SCHEDULES**

Microfiche envelopes and mailers are available from Federal Supply  
Schedule FSC Group 67, Part IV Section B

# CONTRACTORS

## Award Information

- # Contractor's name, address and telephone number.
- # Business size and minority business enterprise indicators:  
s for small business, o for other than small business, a for minority business enterprises, "b" for other than minority business enterprises, 8(a) for small businesses or small disadvantaged business concerns subcontracting with the Small Business Administration, w for woman owned, v for veteran owned and l for labor surplus concern.
- # Contract number and contract effective date,
- # Contractor's ID number.  
In accordance with the Identification Number paragraph on page 10, contractors are required to insert their assigned identification number (as shown below) in the lower left-hand corner on the face of a printed envelope, except business reply envelopes.
- # Prompt payment terms, maximum order limitations, point of production/shipping and ordering and payment addresses.

**Note:** When ordering both set-aside and not set-aside items from one contractor, see the "Ordering Unit, Order Quantity and Prices" paragraph on page 9.

\* Identifies small business set-aside.

### American Mail-Well Envelope

4500 Tiedeman Rd  
Cleveland, OH 44144  
Attn: Peggy Back  
(216) 252-4100

o/b GS-15F-0568G 1 Jul 97

Contractor's ID Number: 112

Prompt Payment Discount: None specified

Maximum Order: \$150,000 for a single item  
\$200,000 for a single order

Point of Production/Shipping: Cleveland, OH

Payment Address:  
American Mail-Well Envelope  
PO Box 90152B  
Cleveland, OH 44190-1526

### Ames Safety Envelope Co

21 Properzi Way  
Somerville, MA 02143  
Attn: Larry S. Taylor  
(817) 776-3360

o/b GS-15F-0565G 1 Jul 97

Contractor's ID Number: 64

Prompt Payment Discount: None specified

Maximum Order: \$150,000 for a single item  
\$200,000 for a single order

Point of Production/Shipping: Somerville, MA

Payment Address:  
Ames Safety Envelope Co  
PO Box 5257  
Boston, MA 02206

### Bowers Envelope Co Inc

5331 N Tacoma Ave  
Indianapolis, IN 46220  
Attn: Pat Starks  
(317) 254-2229

s/b GS-15F-0566G 1 Jul 97  
GS-15F-0567G \*

Contractor's ID Number: 115

Prompt Payment Discount: None specified

Maximum Order: \$150,000 for a single item  
\$200,000 for a single order

Point of Production/Shipping: Indianapolis, IN

**Westvaco Envelope Div**  
PO Box 3300  
Springfield, MA 01101-3300

o/b GS-15F-0564G 1 Jul 97

Contractor's ID Number: 42

Prompt Payment Discount: None specified

Maximum Order: \$150,000 for a single item  
\$200,000 for a single order

Payment Address:  
Westvaco Corp  
PO Box 8500 S-4860  
Philadelphia, PA 19178-4860

**Westvaco (S)**  
Springfield Plant

Ordering Address:  
Westvaco Envelope Div  
315 Industry Ave  
Springfield, MA 01104  
Attn: Antoinette Beckett  
(413) 736-7211

Point of Production/Shipping: Springfield, MA

**Westvaco (W)**  
Williamsburg Plant

Ordering Address:  
Westvaco Envelope Div  
PO Box C  
Williamsburg, PA 16693  
Attn: Amber Hatch  
(814) 832-3481

Point of Production/Shipping: Williamsburg, PA

## ADMINISTRATIVE CONTRACTING OFFICERS

Ames Safety Envelope Co (GS-15F-0565G) will be Administered by:

General Services Administration  
Contract Management Div (2FQ-1)  
10 Causeway St  
9th Floor  
Boston, MA 02222  
(617) 565-7605

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Westvaco Envelope Div (GS-15F-0564G) will be Administered by:

General Services Administration  
Contract Management Div (4FQ)  
401 W Peachtree St  
Atlanta, GA 30365-2550  
(404) 331-1425

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American Mail-Well Envelope (C) (GS-15F-0568G) and  
Bowers Envelope Co Inc (GS-15F-0566G) and  
GS-15F-0567G) will be administered by:

General Services Administration  
Contract Management Div (5FQ)  
230 S Dearborn St  
Chicago, IL 60604  
(312) 353-5179 (Bowers)  
(312) 353-5508 (American Mail-Well)



← 3 inches →

United States  
Department of  
Agriculture



Commodity Credit Corporation

Official Business  
Penalty for Private Use \$300

**ADDRESS SERVICE REQUESTED**

***1 x 3 1/2 inch Window***  
*(window should have slightly rounded corners)*  
*Window must be 1 1/8 inch from bottom of the envelope*  
*and 2 3/4 inches from the left side of the envelope*

**CCC Check Envelope - Style 407 (3 7/8 x 8 7/8 inch; Brown, Printed, Window)**

Must have a minimum 1/4 inch clearance between all text and the edges of envelope.

Must have a minimum 1/4 inch clearance on all sides of the endorsement (ADDRESS SERVICE REQUESTED).

All text is 8 point Arial or Helvetica font.

← 3 inches →

United States  
Department of  
Agriculture



Farm Service Agency

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Official Business  
Penalty for Private Use \$300

**RETURN SERVICE REQUESTED**

**Letter Size Non-Window Envelope - Style 192-D (4 1/8 x 9 1/2 inch; White, Printed, High-Cut D/S)**

Must have a minimum 1/4 inch clearance between all text and the edges of envelope.

Must have a minimum 1/4 inch clearance on all sides of the endorsement (RETURN SERVICE REQUESTED).

All text is 8 point Arial or Helvetica font.

← 3 inches →

United States  
Department of  
Agriculture

Farm Service Agency



PRESORTED  
FIRST-CLASS MAIL  
U.S. POSTAGE PAID  
USDA - FSA

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Official Business  
Penalty for Private Use \$300

**RETURN SERVICE REQUESTED**

**Letter Size Non-Window Envelope - Style 192-D (4 1/8 x 9 1/2 inch; White, Printed, High-Cut D/S)**

Must have a minimum 1/4 inch clearance between all text and the edges of envelope.

Must have a minimum 1/4 inch clearance on all sides of the endorsement (RETURN SERVICE REQUESTED).

All text is 8 point Arial or Helvetica font.

← 3 inches →

United States  
Department of  
Agriculture

Farm Service Agency



BULK RATE  
U.S. POSTAGE  
PAID  
USDA - FSA

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Official Business  
Penalty for Private Use \$300

**RETURN SERVICE REQUESTED**

**Letter Size Non-Window Envelope - Style 192-D (4 1/8 x 9 1/2 inch; White, Printed, High-Cut D/S)**

Must have a minimum 1/4 inch clearance between all text and the edges of envelope.

Must have a minimum 1/4 inch clearance on all sides of the endorsement (RETURN SERVICE REQUESTED).

All text is 8 point Arial or Helvetica font.

← 3 inches →

United States  
Department of  
Agriculture



Farm Service Agency

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Official Business  
Penalty for Private Use \$300

**RETURN SERVICE REQUESTED**

***1 1/4 x 4 3/4 inch Window***  
*(window should have slightly rounded corners)*  
*Window must be 5/8 inch from bottom of the envelope*  
*and 3/4 inch from the left side of the envelope*

**Letter Size Window Envelope - Style 435-D (4 1/8 x 9 1/2 inch; White, Printed, Window, High-Cut D/S)**

Must have a minimum 1/4 inch clearance between all text and the edges of envelope.

Must have a minimum 1/4 inch clearance on all sides of the endorsement (RETURN SERVICE REQUESTED).

All text is 8 point Arial or Helvetica font.

← 3 inches →

United States  
Department of  
Agriculture

Farm Service Agency



PRESORTED  
FIRST-CLASS MAIL  
U.S. POSTAGE PAID  
USDA - FSA

Official Business  
Penalty for Private Use \$300

RETURN SERVICE REQUESTED

***1 1/4 x 4 3/4 inch Window***  
*(window should have slightly rounded corners)*  
*Window must be 5/8 inch from bottom of the envelope*  
*and 3/4 inch from the left side of the envelope*

**Letter Size Window Envelope - Style 435-D (4 1/8 x 9 1/2 inch; White, Printed, Window, High-Cut D/S)**

Must have a minimum 1/4 inch clearance between all text and the edges of envelope.

Must have a minimum 1/4 inch clearance on all sides of the endorsement (RETURN SERVICE REQUESTED).

All text is 8 point Arial or Helvetica font.

← 3 inches →

United States  
Department of  
Agriculture

Farm Service Agency



BULK RATE  
U.S. POSTAGE  
PAID  
USDA - FSA

Official Business  
Penalty for Private Use \$300

RETURN SERVICE REQUESTED

***1 1/4 x 4 3/4 inch Window***  
*(window should have slightly rounded corners)*  
*Window must be 5/8 inch from bottom of the envelope*  
*and 3/4 inch from the left side of the envelope*

**Letter Size Window Envelope - Style 435-D (4 1/8 x 9 1/2 inch; White, Printed, Window, High-Cut D/S)**

Must have a minimum 1/4 inch clearance between all text and the edges of envelope.

Must have a minimum 1/4 inch clearance on all sides of the endorsement (RETURN SERVICE REQUESTED).

All text is 8 point Arial or Helvetica font.