

## ENVELOPE REQUEST FORM

## - Please Enclose a Sample -

Date: \_\_\_\_\_

	1		
INDEX	ORGN#	ACCOUNT#	
		110000111	
I			
Organization Name			
<u>I</u>			
Contact Name		Extension	
	- 1		
	Deliver	'	
Date envelopes are needed		Building	Room
	Please check approp	riate box:	
			6x9
#10	#9	#6	
☐ Classic Crest White (letterhead) ☐	White Wove	☐ White Regular	☐ White Booklet
☐ White Wove			
☐ Window Envelope			
	10x13		
9x12		<b>)</b>	Consider Cina
			Special Size
☐ White Gummed	☐ White Gummed		
Manilla Gummed	Manilla Gummed		Size Needed:
☐ White Peel and Seal	White Peel and Seal		1
write reer and sear	with rectand sear	Canisius Canisius College	Print Shop Indicia
		C O L L E G E 2001 Main Street	Buffalo, NY 14208   www.canisius.edu
Number of Envelopes Neede	d:		C 1 -
(Minimum of 1000 envelopes per order)			Sample
☐ Black Ink			
☐ Blue Ink			
2 Color Ink			
☐ Indicia – Postage Paid		Special Instructions	:
Return Services Requested – most frequently used		Special Instructions:	
☐ Change Services Requested			
If an envelope size is not listed, please inqu	iire at Print Shop.		