

New Interoffice Envelope Requisition Form

Requesting Agency

Deliver To:

Name:
SHS #:
Location:
Phone#:

Name:
SHS#:
Location:
Phone:

NOTE: Please include postage meter card with this requisition.

Interoffice envelopes are available in these quantities:

Large 500 pcs. Per box \$64.00 plus shipping
Small 400 pcs. Per box \$29.00 plus shipping

Size	Quantity (boxes)
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Large ----

Small ----