

# New Interoffice Envelope Requisition Form

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Requesting Agency

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Name:  
SHS #:  
Location:  
Phone#:

Deliver To:

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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 \$80.00 plus shipping  
Small 400 pcs. Per box \$29.00 plus shipping

Size

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Quantity ( boxes)

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Large ----

Small ----