

Economy Envelopes



Economy Options:

- Mailing Services
- Stamp Affixing
- Two Color Printing
- Inserting
- Commercial Ink Match
- Self Seal or Regular Seal

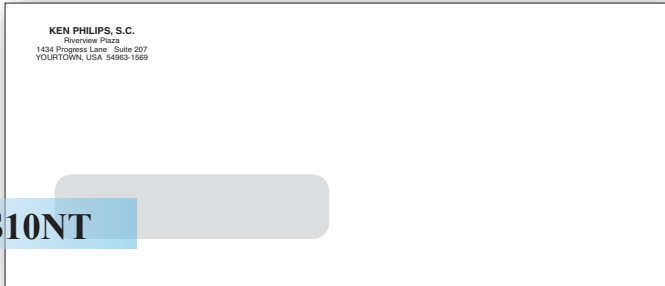
Service Endorsements

- SE-6 Address Service Requested
- SE-7 Forwarding Service Requested
- SE-8 Return Service Requested
- SE-9 Change Service Requested

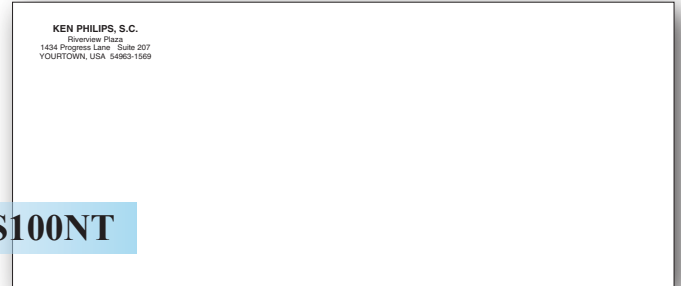
Return Envelope Formats

<p style="text-align: center;">RF-1</p> <p>FROM _____</p> <p>_____</p> <p>_____ ZIP CODE</p>	<p style="text-align: center;">RF-2</p> <p>FROM: _____</p> <p>_____</p> <p>_____</p> <p>CHECK HERE <input type="checkbox"/> IF YOUR ADDRESS IS DIFFERENT FROM THE ONE SHOWN ON YOUR STATEMENT.</p>
<p style="text-align: center;">RF-3</p> <p>FROM _____</p> <p>_____</p> <p>_____ ZIP CODE</p> <p><input type="checkbox"/> CHECK IF NEW ADDRESS</p>	<p style="text-align: center;">RF-4</p> <p>FROM _____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> CHECK HERE IF NEW ADDRESS</p>
<p style="text-align: center;">RF-5</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> CHECK HERE IF NEW ADDRESS</p>	<p style="text-align: center;">RF-6</p> <p>FROM _____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> PLEASE CHECK BOX IF NEW ADDRESS</p>

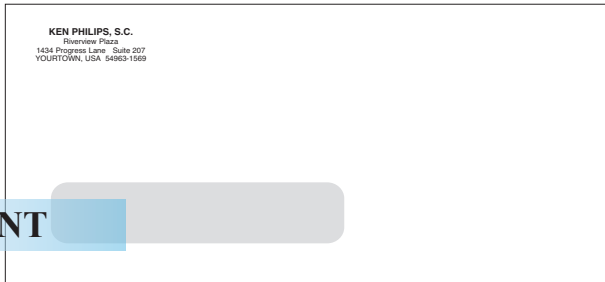
(We Print RF-1 Format Unless Otherwise Specified)



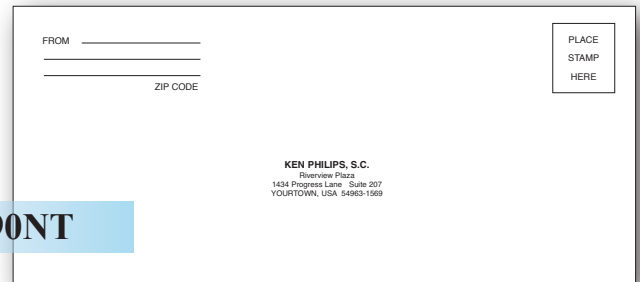
RS10NT



RS100NT



SS9NT



SS90NT



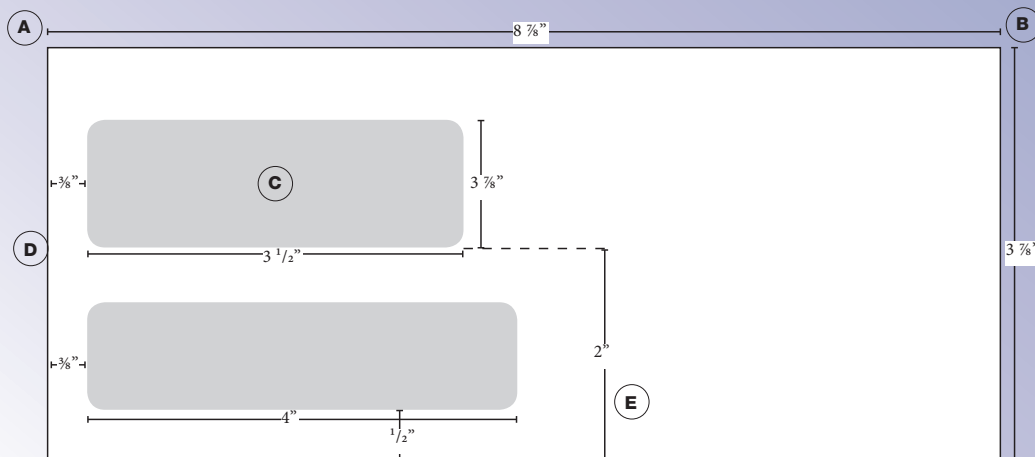
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UNDERSTANDING ENVELOPES

MEASURING YOUR ENVELOPE

- A. This distance from the left edge to the right edge.
- B. The distance from top to bottom.
- C. The dimensions of the window.
- D. How far is the left edge of the window to the left edge of the envelope?
- E. The distance from the bottom edge of the window to the bottom edge of the envelope.

This will help your printer know what size envelope is you need.



Self-Seal

- No moisture required
- No taping necessary
- 1 year shelf life

-vs-

Lick-n-Stick

- Requires moisture or taping
- More printing options available as they run through equipment
- Longer shelf life

Lick & Stick Envelopes: This is the traditional & most common way of sealing envelopes by using a water soluble gum. Once the layer of adhesive on the flap is moistened and pressed, the envelope is sealed. The gum is water soluble and biodegradable.

These type of envelopes are the only ones which can be used in an automatic mailing machine, where the machine inserts the document and seals the envelope.
Self-Seal Envelopes

Self-seal envelopes: Have a strip of latex on the flap which can be pressed after inserting the document and sealed. It is an easy way of sealing the envelope. It also includes a pressure sensitive strip applied to top and bottom flaps.

On the flap of self-seal envelopes you may find security slits. These slits will cause the flap to rip if the seal has been tampered with. The latex strip on these envelopes have a shelf life of only 12 months.

SERVICE ENDORSEMENTS

- **Address Service Requested** provides forwarding and address correction services when possible. If the mail is undeliverable and not forwardable, it is returned to the sender with the reason identified on the mailpiece.
- **Change Service Requested** provides address correction services without forwarding or return. If undeliverable, either the new address or the reason it is undeliverable is provided to the sender.
- **Return Service Requested** provides address correction services and always returns the piece.
- **Forward undeliverable-as-addressed mail.** If no change of address order is on file or the time period for **forwarding** has expired, the piece is returned to the sender with the reason for nondelivery attached.