



# Mailing Envelope Typesetting Order Form

Please follow example for information to be included on envelopes as you fill out the form below, and print clearly, one character per space.

Attach this form to Printshop Business System Order Form and get authorized signature before submitting to the Printshop. Keep a copy of this form for your records.

Submit to the Printshop by the **last Monday of the month**. Delivery will be by the end of the 2<sup>nd</sup> week of the following month. Thank you.

The diagram shows a mailing envelope with the following address information and a corresponding typesetting grid:

**SCHOOL OF ECONOMICS & BUSINESS ADMINISTRATION** (School)

**Department Name** (Department): P.O. Box 0000, Moraga, CA 94575-0000

**P.O. Box**: P . O . B o x

**City, State, Zip**: M o r a g a , C A 9 4 5 7 5 -

The typesetting grid is 28 characters wide and 4 rows high. The first row contains the school name, the second row contains the department name, the third row contains the P.O. box, and the fourth row contains the city, state, and zip code. A black box on the right side of the grid indicates that information exceeding the 28-character limit should be continued on another line.

**EXAMPLE OF MAILING ENVELOPE (not to scale)**