

For: FSA County Offices

**Service Center Envelopes – FY 2005**

Approved by: State Executive Director



**1 Overview**

**A Background**

Service Center envelopes are a shared administrative expense. FSA County Offices must complete an FSA-60 to purchase envelopes. Each time envelopes are ordered all agencies in the Service Center should be included in the order and all envelopes paid for by the agency placing the order. FSA field offices will be responsible for ordering the styles listed in Exhibit 1 in FY2005 for all agencies. Reimbursement will be done at the State level based on Exhibit 4. Styles other than those in Exhibit 1 shall be purchased by individual agencies.

**B Purpose**

The purpose of this notice is to provide information for ordering envelopes. Exhibit 1 lists commonly used envelopes that are on the Federal Supply Schedule. GSA no longer provides Federal Supply Schedules specifically for envelopes.

**2 County Office Action**

1. Estimate needs on an annual basis and place orders in accordance with 28-AS, paragraph 68.
2. When ordering envelopes, the return address should read: USDA Service Center, street address, state, zip code. DO NOT print a specific agency on the return address.
3. Exhibit 1 has instructions for ordering. Counties should follow this procedure for the different styles. Follow Exhibit 2 for preparing FSA- 60, Purchase Order. Also refer to 28-AS, Exhibit 16. Exhibit 1 lists vendor and pricing for various styles county offices.
4. Send a sample envelope with your order to insure the format is printed correctly, with the return address (see Exhibit 3).
5. Forward Exhibit 4 to the State Office for Reimbursement purposes.

<b>Disposal Date</b>	<b>Distribution</b>
November 30, 2006	FSA Offices



## Arkansas Notice AS-76

Exhibit 1

Vendor	Style	Price	GSA Contract Number
Ansley Business Materials of Chicago 413 N. Carpenter Street Chicago, IL 60622 Attn: Government Accounts (800) 334-4226, ext. 143 <a href="http://www.ansley-one.com">http://www.ansley-one.com</a>	<b>Regular Letter Size</b> Style 192-D 4 1/8" x 9 1/2" <b>non-window</b> , white High-cut diagonal seam Minimum order 5 MX (5000)	\$25.58 per MX	GS-14F-0679G  This contract is valid through 11/2006
	<b>Regular Letter Size</b> Style 435-D 4 1/8" x 9 1/2" <b>window</b> , white High-cut diagonal seam Minimum order 5 MX (5000)	\$26.16 per MX	
	<b>CCC Check Envelopes</b> Style 407 3 7/8" x 8 7/8" <b>window</b> , kraft Minimum order 5 MX (5000)	\$34.44 per MX	
Mail Well Envelope 4500 Tiedeman Road Cleveland, OH 44144 Attn: Sandy Mey (216) 430-4012 <a href="http://smey@mwenv.com">http://smey@mwenv.com</a>	<b>Large Kraft Mailer</b> Style 535 6 1/16" x 9 1/2", <b>non-window</b> , kraft Minimum order 1 MX (1000)	\$24.32 per MX	GS-14F-0021L  This contract is valid through 11/29/2006
	<b>Large Kraft Mailer</b> Style 84 9 1/2" x 12" <b>non-window</b> , kraft Minimum order 1 MX (1000)	\$40.50 per MX	
MeadWestvaco Envelope Division P. O. Box 3300 Springfield, MA 01104 Attn: Government Accounts (413) 787-9734 <a href="http://www.westvaco.com">http://www.westvaco.com</a>	<b>Large Kraft Mailer</b> Style 95 11" x 13" <b>non-window</b> , kraft (3 1/4" flap) Minimum order 1 MX (1000)	\$87.22 per MX	GS-14F-0003M  This contract is valid through 11/14/2006



**Arkansas Notice AS-76**

**Exhibit 2**

FSA-60 (03-16-95)

1. REQUISITION NO.	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	The Order Number in Item 3 must appear on all <b>PACKAGES</b> and <b>PAPERS</b> relating to this order.	
2. APPROPRIATION AND/OR PROJECT County Office Admin Funds	<b>PURCHASE ORDER</b>	3. ORDER NO. <span style="border: 1px solid black; border-radius: 50%; padding: 2px 10px;">1</span>	4. DATE XX-XX-XX

5. TO (SELLER):  <span style="border: 1px solid black; border-radius: 50%; padding: 10px 20px; display: inline-block;">2</span>	6. CONSIGNEE AND DESTINATION (SHIP TO):  <span style="border: 1px solid black; border-radius: 50%; padding: 10px 20px; display: inline-block;">3</span>
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7. INVITATION NO.	8. CONTRACT NO. <span style="border: 1px solid black; border-radius: 50%; padding: 2px 10px;">4</span>	9. DELIVER ON OR BEFORE (Date) <span style="border: 1px solid black; border-radius: 50%; padding: 2px 10px;">5</span>	10. DISCOUNT AND/OR NET PAYMENT TERMS  Net 30
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11. F.O.B. POINT Destination	12. SHIP VIA BEST WAY	13. GOVERNMENT BILL OF LADING NO.
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14. ITEM NO.	15. ARTICLES OR SERVICES	16. QUANTITY	17. UNIT	18. UNIT PRICE	19. AMOUNT
01	Envelope, White, Printed, Window High/Cut, D/S, Style 435-D  VARIATION IN QUANTITY +/- 10 PERCENT OF EACH ITEM ON THIS ORDER IS ALLOWED  <ul style="list-style-type: none"> <li><span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">1</span> Format Purchase Order Number per 28-AS, Exhibit 1</li> <li><span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">2</span> Enter name and address of vendor</li> <li><span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">3</span> Enter the Service Center name and shipping address</li> <li><span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">4</span> Contract number from Exhibit 3</li> <li><span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">5</span> Allow 60 days from receipt of order</li> <li><span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">6</span> Enter mailing address</li> <li><span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">7</span> CED should sign</li> </ul>	5	MX	\$24.85	\$124.2

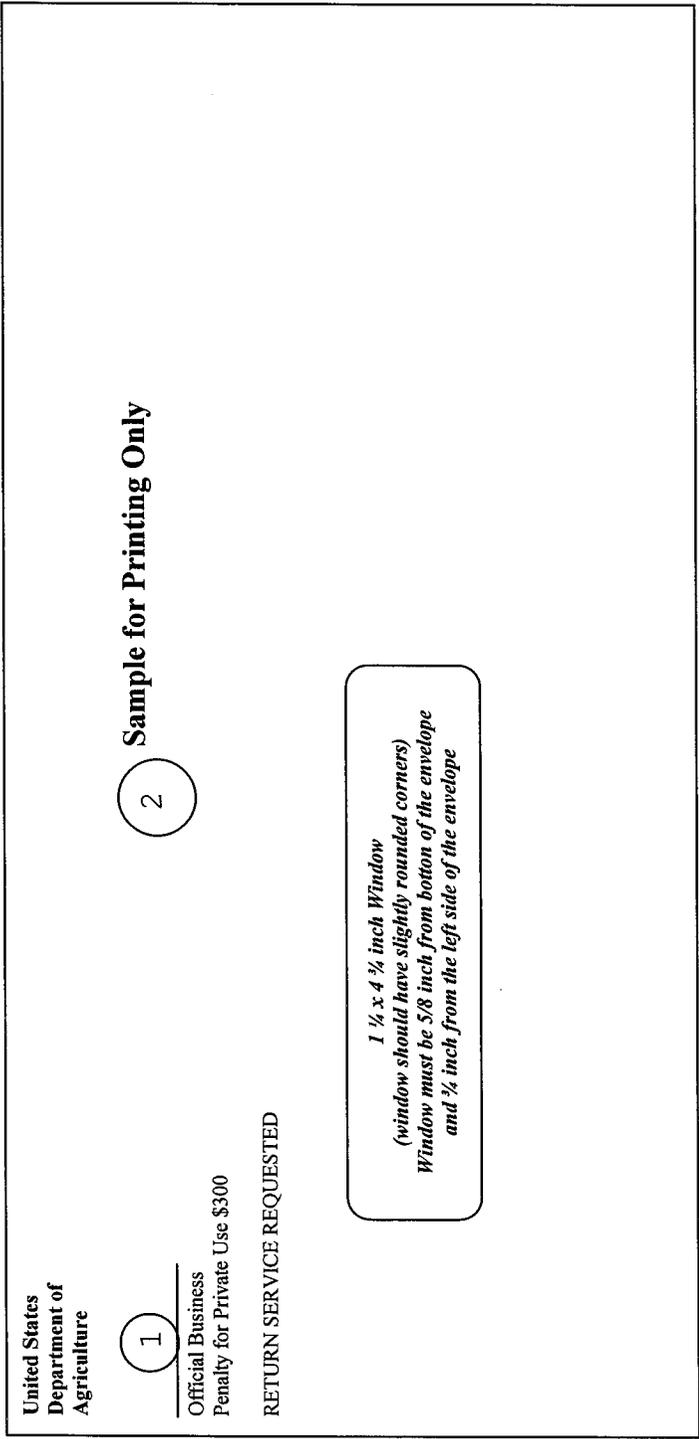
<b>NOTE BILLING ADDRESS</b>	<b>TOTAL</b>
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20. BILLING INSTRUCTIONS - SEND BILL TO: (Include our order number, item 3 above, on invoice)  USDA-Farm Service Agency  <span style="border: 1px solid black; border-radius: 50%; padding: 10px 20px; display: inline-block;">6</span>  <i>(NO BILLING WILL BE SUBMITTED IN ADVANCE OF SHIPMENT.)</i>	21. ORDERED BY (Signature):  <span style="border: 1px solid black; border-radius: 50%; padding: 10px 20px; display: inline-block;">7</span>
	22. NAME
	23. TITLE

**TO BE COMPLETED ON RECEIPT COPY ONLY**

24. RECEIPT CERTIFICATION  <i>I certify that the articles, and/or services listed above have been received, inspected, and accepted as complying with this order.</i>	A. RECEIVED BY (Signature):  B. TITLE  C. DATE RECEIVED	25. REMARKS
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**Letter Size Window Envelope – Style 435-D (4 1/8 x 9 1/2 inch; White, Printed, Window, High-Cut D/S**  
 Must have a minimum 1/4 inch clearance between all text and the edges of envelope.  
 Must have a minimum 1/4 inch clearance on all sides of the endorsement (RETURN SERVICE REQUESTED).

Example for ordering instructions for this style envelope

- Sample:
- 1 Make sure the envelope has the Service Center return address.
  - 2 Mark as ‘SAMPLE FOR PRINTING ONLY’

Prepare Purchase Order (FSA-60) according to Exhibit 2 and 28-AS, Exhibit 16. Be sure to include a sample envelope with the order



**FY-2005 Envelope Order Report**

Field Office Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date Order Received: \_\_\_\_\_

Reimbursement is requested as follows:

	<u>Reimbursement</u>
NRCS Field Office	\$ _____
NRCS Area Office	\$ _____
Rural Development Field Office	\$ _____
Rural Development Area Office	\$ _____

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Service Center Concurrence:

\_\_\_\_\_  
CED, FSA

\_\_\_\_\_  
Rural Development

\_\_\_\_\_  
NRCS

