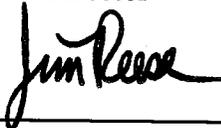


For: County Offices

**Survey of Envelopes, Cards, And Shipping Labels on Hand
And Estimate of Needs Through December 31, 2003**

Approved by: State Executive Director



1 Overview

**A
Purpose**

To determine future needs for envelopes, cards, and shipping labels through December 31, 2003. Including Farm Loan Program needs.

**B
Action**

- Determine present stock and additional requirements for envelopes, cards, and shipping labels through December 31, 2003.
- Complete Exhibit 1 of this Notice and return to the STO by September 13, 2002.

NOTE: Orders for Presorted first class mail and Presort Standard mail require permit numbers assigned by the local post office.

DISPOSAL
March 1, 2003

DISTRIBUTION
County Offices

A SURVEY OF ENVELOPES, CARDS, AND SHIPPING LABELS ON HAND AND ESTIMATE OF NEEDS THROUGH DECEMBER 31, 2003

County: _____

Place COF Return Address Label Here
Use Exact Information for your order

☞ Presort 1st Class Mail Permit # _____

☞ Presort Standard Permit # _____

DESCRIPTION OF ITEM	Quantity on Hand (in 1000's)			Quantity Needed in Addition to Present Supply (in 1000's)		
	Plain Requires Postage	Presorted 1st Class Mail	Presort Standard	Plain Requires Postage	Presorted 1st Class Mail	Presort Standard
Style 608 White Tyvek, Package (12" x 15 1/2") by actual #, not in 1000's.**						
*Style 84 Kraft, Package (9 1/2" x 12")						
*Style 104 Kraft, Large Package (12" x 16")						
*Style 189 White, prepaid by FSA (3 7/8 X 8 7/8")						
*Style 192-D White, NON-Window (4 1/8" x 9 1/2")						
*Style 407 Kraft, CCC-184 Envelope (3 7/8" x 8 7/8")						
*Style 435-D White, Low-Window (4 1/8" x 9 1/2")						
*Style 535 Kraft, Bulletin (6 1/16" x 9 1/2")						
FSA-470 Tractor Feed Post Card						
FSA-224-1 Shipping Labels						

* Orders of 5000 or more will include preprinted return address (and indicia with permit numbers where applicable). **NOTE:** This is a change from previous years.

** This item is included for informational purposes only, so I will know how many tyvek envelopes to stock at the State Office. These envelopes will not be distributed to Counties in bulk. Once we have a supply you may request them on your FSA-159 forms. Thank You :-).