

**United States Department of Agriculture**  
Farm Service Agency  
Oregon State FSA Office  
7620 SW Mohawk  
Tualatin, OR 97062

**OR Notice AS-96**

**For:** County Offices

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**County Office Envelope Order**

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**Approved by:** State Executive Director

*Larry E. Frey*

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**1 Overview**

**A Background**

Each year County Offices place orders for envelopes through the State Office. These envelopes are preprinted with the Agency's name in the upper left corner.

**B Purpose**

The purpose of this notice is to provide information for ordering envelopes through the State Office.

**2 Action**

**A County Office Action**

County Office shall:

- Use Exhibit 1 to order envelopes. Envelopes will be ordered according to Notice AS-2064. The "Penalty for Private Use \$300" statement will no longer be printed on envelopes. On the return address, USDA Service Centers shall be referred to by the name of the town or city in which the Service Center is located. The FSA office name will be printed below the Service Center name. Please refer to Notice AS-2064 for return address format. Submit orders to the State Office, Attn: Connie, by October 8, 2003.

**Disposal Date:** December 31, 2003

**Distribution:** County Offices

- County Offices may continue to use existing stock of envelopes containing the wording “Penalty for Private Use \$300” until September 30, 2004. This is a grace period for using up stocks of penalty mail envelopes.
- A copy of the envelope being ordered must be submitted with Exhibit 1.

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COUNTY OFFICE

ITEM	DESCRIPTION	AMOUNT TO BE ORDERED
582	#10 Regular, 4 1/8 x 9 1/2, Non-Window, 24# White Wove	
612	#10 Standard with Window, 4 1/8 x 9 1/2, 24# White Wove	
198	7 1/2 x 10 1/2 Catalog Regular, 28# Manila Kraft	
212	9 1/2 x 12 1/2 Catalog Regular, 28# Manila Kraft	
21102	9 1/2 x 12 1/2 Catalog Regular, 28# Natural Kraft	

CURRENT RETURN MAIL ADDRESS (To be used on envelopes)

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CURRENT STREET ADDRESS (For shipping purposes)

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**A SAMPLE ENVELOPE MUST BE ENCLOSED!!**