

## **Directions to get to Personalized Stamped Envelope order form on USPS.COM.**

1. Go to GOOGLE, enter USPS
  2. In "Search USPS.com" box, enter "forms" and click on "go"
  3. Under "Recommended Links", click on "Forms & Publications"
  4. Under "Forms & Publications", click on "Order Forms"
  5. In column on left hand side, click on "Order Forms"
  6. Under "Order Forms", click on third listed form - PS Form 3203-X (PDF)
  7. Print out all three pages
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- A. There are two different kinds of sealing flaps - WAG (water activated gum) - the old kind; and a NEW KIND, PSA (pressure sensitive adhesive)
- B. You can order four different envelopes (Seabiscuit - WAG, Seabiscuit - PSA, Forever - WAG, and Forever - PSA)
- C. You can order all four different envelopes in each of six sizes (6-3/4, 6-3/4W, 9, 9W, 10. and 10W). This makes 24 different kind/size combinations.
- D. There are now four different type font styles - Arial, Courier, Script, and Times New Roman. Each unique font style order costs \$1 extra per order except for the Arial font style.
- E. There are now three different type font sizes - 8 point, 10 point, and 12 point. Each unique font size order costs \$1 extra per order except for the 8 point font style.
- F. There are now four different type colors - Black, Blue, Green, and Red. Each unique font color costs \$1 extra per order except for black.
- G. Thus an order for Courier, 10 point, Green is \$3.00 extra for a box of 50 (if you are ordering boxes of 500 rather than of 50, the cost is \$6.00 extra).
- H. Any change in the return address text will require a new order thus causing a whole new order - and thus a new surcharge (*the printed details are really not crystal clear*).