



# Customer Provided Envelopes

**Disclaimer:** PrintsWell cannot be responsible for any costs associated with the replenishment, restocking, shipping, or replacement of any damaged customer provided envelopes or envelopes printed in error regardless of fault. While every effort is made to decrease wasted stock, please plan for at least 10% spoilage when providing envelopes. **Example:** To print a set of 100 envelopes, at least 110 envelopes must be provided.

## Pricing

We charge per set of envelopes. The first envelope within the set is billed as a \$20 receiving fee. Each envelope thereafter within the set will be billed at \$0.04 each. During the months of November & December, the fees associated with this service will be increased to \$35 receiving fee and \$0.10 per additional envelope due to holiday volume.

**HELPFUL TIP:** Colors may vary between different paper stocks (i.e., Ink printed on soft white paper will not appear the same as ink colors printed on a bright white stock)."

## Ordering Policies

1. Please see our list of envelope codes before placing your order. This code will be entered in the search box on the main ordering page:

The screenshot shows a web form with two main sections. On the left, there is a dropdown menu labeled "What type of product do you want to order?" with the text "Select Product Type" and a downward arrow. On the right, there is a search box labeled "You may also search by item number" with a "Search" button next to it. The search box and button are enclosed in a red rectangular border.

If there is a customer provided envelope code available for the size you would like to order, you will see the customer provided option under the envelope paper type in the dropdown options.

2. You can ship the envelopes to this address:  
PrintsWell, Inc.  
Attn: Fulfillment for (Your Company Name)  
135 Winslett Road  
Pelham, AL 35124
3. The envelopes **must** be received in our facility before an order is placed. We will notify you via email once they are received, and you can reply to the email with the PrintsWell order number.
4. Please provide a description of the envelopes in the Invoice Memo so we can match the order with the stock upon arrival.

The screenshot shows a form with several fields. "Shipping Address" is a dropdown menu set to "Custom Shipto Address". "Delivery Method" is a dropdown menu set to "Ground". "Ship Third Party" has radio buttons for "No" (selected) and "Yes". "PO / Customer" is an empty text input field. "Invoice Memo" is a larger text area containing the text "Provided envelopes are A7 Nude Cashmere from Announcement Converters". An "Update" button is located at the bottom of the form.

5. We will not accept envelopes with any kind of finishing - This includes but is not limited to lined envelopes, letter-pressed envelopes, embossed envelopes, etc. If you provide envelopes with any kind of finishing, they will be returned to you without printing with your order.
6. We do not offer lining services on customer provided envelopes or any assembly services.
7. We are unable to accept stock that is comparable to an envelope that we currently carry.
8. Any unused envelopes will be shipped with the order.



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## Customer Provided Envelope Codes

ITEM CODE	DESCRIPTION
YENV-A-CP	CUSTOMER PROVIDED   4BAR
YENV-B-CP	CUSTOMER PROVIDED   A2
YENV-L-CP	CUSTOMER PROVIDED   A6
YENV-C-CP	CUSTOMER PROVIDED   A7
YENV-C-OUTER-CP	CUSTOMER PROVIDED   A7.5 5.5x7.5 OUTER
YENV-5.75x7.75-CP	CUSTOMER PROVIDED   A+ 5.75x7.75
YENV-A8-CP	CUSTOMER PROVIDED   A8
YENV-M-CP	CUSTOMER PROVIDED   A9
YENV-A10-CP	CUSTOMER PROVIDED   A10 6x9.5
YENV-G-CP	CUSTOMER PROVIDED   #10 4.125x9.5
YENV-E-CP	CUSTOMER PROVIDED   6x9
YENV-6.125x8.375-CP	CUSTOMER PROVIDED   6.125x8.375
YENV-6.25x8.5-CP	CUSTOMER PROVIDED   6.25x8.5
YENV-6.5x8.625-CP	CUSTOMER PROVIDED   6.5x8.625
YENV-7.375x7.5-CP	CUSTOMER PROVIDED   7.375x7.5
YENV-7.5x7.625-CP	CUSTOMER PROVIDED   7.5x7.625
YENV-4.25sq-CP	CUSTOMER PROVIDED   4.25x4.25 SQ
YENV-K-CP	CUSTOMER PROVIDED   5.5x5.5 SQ
YENV-5.75sq-CP	CUSTOMER PROVIDED   5.75x5.75 SQ
YENV-GW-CP	CUSTOMER PROVIDED   6.5x6.5 SQ
YENV-7sq-CP	CUSTOMER PROVIDED   7x7 SQ
YENV-8sq-CP	CUSTOMER PROVIDED   8x8 SQ