

DEPARTMENT OF REVENUE

REPRODUCTION SPECIFICATIONS

City of Philadelphia

Department of Revenue

Reproduction Specifications

Title: Return Envelopes

Number: 83-43B

Size: 3 1/2" x 7 1/4" Size must be strictly adhered to in order to meet U.S. Postal Service dimensional standards for letter size mail

Paper: 24 Sub., White Wove.

Print: Two sides; Different; Black Ink/Blue Ink.
Inks must meet U.S. Postal Service Requisitions For reflectance.

Bar Code: Placement of addresses and bar codes on envelope for electronic processing must meet U.S. Postal Service specifications.

Construction: Side Opening; Diagonal Seams; fully gummed commercial flap.

Proof: Submit proof of copy and construction in duplicate to Supervisor, Office Services, Department of Revenue, 4th Floor, Municipal Services Building, 15th Street & John F. Kennedy Boulevard, Philadelphia, PA 19102.

Packaging & Shipping
Inner boxes of 500 to be packaged in outer cartons of not less than 2500, not more than 5000. Each carton to be prominently and clearly Marked with Form Number; Purchase Order Number' Supplier's Name; and Quantity.
Outer cartons to b palletized and banded (or shrink wrapped) on standard four-way pallets (40 x 48). Loading platform is not accessible to tractor trailers.

Note: This envelope must be suitable for use on Pitney Bowes and DMT Solutions/Bluecrest electronic inserting equipment: and must work trouble free.

City of Philadelphia
Department of Revenue

Reproduction Specifications

Title: Secondary Shut Off Envelope

Number: 83-226

Size: #9 Special Open Panel Window

Paper: 24 White Wove.

Print: Black Ink face, back and form number.

Inks must meet U.S. Postal Service Requisitions for reflectance.

Construction: Open panel window, Open Side, Diagonal Seam Window,
 $\frac{3}{4}$ " x 2 $\frac{5}{8}$ " SQ
Left 5" Bottom 1 $\frac{1}{2}$ "

Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services,
Department of Revenue,
1401 JFK Blvd. Room 430
Boulevard, Philadelphia, PA 19102.

Packaging & Shipping
Inner boxes of 500 to be packaged in outer Cartons of not less than 2500, not more than 5000. Each carton to be prominently and clearly Marked with Form Number; Purchase Order Number' Supplier's Name; and Quantity.

Outer cartons to b palletized and banded (or shrink wrapped) on standard four-way pallets (40 x 48). Loading platform is not accessible to tractor trailers.

Note: This envelope must be suitable for use on Pitney Bowes and DMT Solutions/Bluecrest electronic inserting equipment: and must work trouble free.

City of Philadelphia
Department of Revenue

Reproduction Specifications

Title: Primary Window Envelope

Number: 83-231BC

Size: #10 Special Poly Window

Paper: 24 Blue Wove.

Print: Reflex blue Ink corner card and form number.

Inks must meet U.S. Postal Service Requisitions
For reflectance.

Construction: Open Side, Diagonal Seam
Window,
1 1/8" x 4 1/4" SQ
Left 1 1/2" Bottom 1 3/4"

Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services,
Department of Revenue,
1401 JFK Blvd. Room 430
Boulevard, Philadelphia, PA 19102.

Packaging &
Shipping Inner boxes of 500 to be packaged in outer
Cartons of not less than 2500, not more than
5000. Each carton to be prominently and clearly
Marked with Form Number; Purchase Order Number'
Supplier's Name; and Quantity.

Outer cartons to b palletized and banded (or
shrink wrapped) on standard four-way pallets (40
x 48). Loading platform is not accessible to
tractor trailers.

Note: This envelope must be suitable for use on Pitney
Bowes and DMT Solutions/Bluecrest electronic inserting
equipment: and must work trouble free.

City of Philadelphia
Department of Revenue

Reproduction Specifications

Title: Secondary Window Envelope
Number: 83-234
Size: #9 Special Open Panel Window
Paper: 24 White Wove.
Print: Reflex blue Ink face, back and form number.

Inks must meet U.S. Postal Service Requisitions
For reflectance.

Construction: Open Side, Diagonal Seam
Window,
 $\frac{3}{4}$ " x 2 $\frac{5}{8}$ " SQ
Left 5" Bottom 1 $\frac{1}{2}$ "

Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services,
Department of Revenue,
1401 JFK Blvd. Room 430
Boulevard, Philadelphia, PA 19102.

Packaging &
Shipping Inner boxes of 500 to be packaged in outer
Cartons of not less than 2500, not more than
5000. Each carton to be prominently and clearly
Marked with Form Number; Purchase Order Number'
Supplier's Name; and Quantity.

Outer cartons to b palletized and banded (or
shrink wrapped) on standard four-way pallets (40
x 48). Loading platform is not accessible to
tractor trailers.

Note: This envelope must be suitable for use on Pitney
Bowes and DMT Solutions/Bluecrest electronic inserting
equipment: and must work trouble free.

City of Philadelphia
Department of Revenue

Reproduction Specifications

Title: Repair Bill Return Envelope
Number: 83-234R
Size: #9 Special Open Poly Window

Paper: 24 White Wove.

Print: Reflex blue Ink face, back and form number.
Inks must meet U.S. Postal Service Requisitions
For reflectance.

Construction: Open Side, Diagonal Seam
Window,
 $\frac{3}{4}$ " x 2 $\frac{5}{8}$ " SQ
Left 5" Bottom 1 $\frac{1}{2}$ "

Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services,
Department of Revenue,
1401 JFK Blvd. Room 430
Boulevard, Philadelphia, PA 19102.

Packaging & Shipping

Inner boxes of 500 to be packaged in outer
Cartons of not less than 2500, not more than
5000. Each carton to be prominently and clearly
Marked with Form Number; Purchase Order Number'
Supplier's Name; and Quantity.

Outer cartons to b palletized and banded (or
shrink wrapped) on standard four-way pallets (40
x 48). Loading platform is not accessible to
tractor trailers.

Note: This envelope must be suitable for use on Pitney
Bowes and DMT Solutions/Bluecrest electronic inserting
equipment: and must work trouble free.

City of Philadelphia
Department of Revenue

Reproduction Specifications

Title: Primary Shut Off Envelope

Number: 83-224W

Size: #10 Special Poly Window

Paper: 24 White Wove.

Print: Black Ink face, back and form number.
Inks must meet U.S. Postal Service Requisitions
For reflectance.

Construction: Open Side, Diagonal Seam
Window,
1 1/8" x 4 1/4" SQ
Left 1 3/4" Bottom 5/8"

Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services,
Department of Revenue,
1401 JFK Blvd. Room 430
Boulevard, Philadelphia, PA 19102.

Packaging &
Shipping Inner boxes of 500 to be packaged in outer
Cartons of not less than 2500, not more than
5000. Each carton to be prominently and clearly
Marked with Form Number; Purchase Order Number'
Supplier's Name; and Quantity.

Outer cartons to b palletized and banded (or
shrink wrapped) on standard four-way pallets (40
x 48). Loading platform is not accessible to
tractor trailers.

Note: This envelope must be suitable for use on Pitney
Bowes and DMT Solutions/Bluecrest electronic inserting
equipment: and must work trouble free.

City of Philadelphia
Department of Revenue

Reproduction Specifications

Title: #9 Closed Face

Number: 83-69 83-178 83-251 83-248

 83-69M 83-189 83-252 83-69R

 83-69W 83-134S 83-253A 83-69LC

Size: #9 Envelope 3-7/8" x 8-7/8"

Paper: 24 Sub White Wove.

Print: One Side: Black Ink; or Two Side, Black Ink
Different; or Two Sides, Blue Ink; Different.

Inks must meet U.S. Postal Service Requisitions
For reflectance.

Construction: Side opening, diagonal seams; fully gummed commercial flap.

Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services,
Department of Revenue,
Municipal Services Building
1401 JFK Blvd. Room 430
Boulevard, Philadelphia, PA 19102.

Packaging & Shipping Inner boxes of 500 to be packaged in outer
Cartons of not less than 2500, not more than
5000. Each carton to be prominently and clearly
Marked with Form Number; Purchase Order Number
Supplier's Name; and Quantity.

Outer cartons to b palletized and banded (or
shrink wrapped) on standard four-way pallets (40
x 48). Loading platform is not accessible to
tractor trailers.

Note: This envelope must be suitable for use on Pitney
Bowes and DMT Solutions/Bluecrest electronic inserting
equipment: and must work trouble free.

City of Philadelphia
Department of Revenue

Reproduction Specifications

Title: #9 Return Envelope (Closed Face Courtesy Reply)
Number: 83-248
Size: 3 7/8" x 8 7/8"
Paper: 24 Sub., Light Green Wove.

Print: Two Sides, Black Ink face

Inks must meet U.S. Postal Service Requisitions
For reflectance.

Construction: Side Open, diagonal seam, fully gummed flap

Copy:

PHILADELPHIA REVENUE DEPARTMENT
AUTOMATED COLLECTIONS UNIT
MUNICIPAL SERVICES BUILDING
PUBLIC SERVICE CONCOURSE
15TH STREET & JOHN F KENNEDY BOULEVARD
PHILADELPHIA, PA 19102

Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services,
Department of Revenue, 4th Floor
15th Street & John F. Kennedy Boulevard
Philadelphia, PA 19102.

Packaging &
Shipping

Inner boxes of 500 to be packaged in outer
Cartons of not less than 2500, not more than
5000. Each carton to be prominently and clearly
Marked with Form Number; Purchase Order Number;
Supplier's Name; and Quantity.

Outer cartons to be palletized and banded (or
shrink wrapped) on standard four-way pallets (40
x 48). Loading platform is not accessible to
tractor trailers.

Note: This envelope must be suitable for use on Pitney
Bowes and DMT Solutions/Bluecrest electronic inserting
equipment: and must work trouble free.

City of Philadelphia
Department of Revenue

Reproduction Specifications

Title: Envelope, General Use, Primary #10
Number: 83-68, 83-68W, 83-236
Size: #10 Commercial, 4 1/8" x 9 1/2"
Paper: 24 Sub., White Wove.

Print: Two Sides, Black Ink
Blue Ink

Inks must meet U.S. Postal Service Requisitions
for reflectance.

Construction: Side Opening, diagonal seams, fully gummed flap
Executive Style is not acceptable

Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services,
Department of Revenue, 4th Floor
15th Street & John F. Kennedy Boulevard
Philadelphia, PA 19102.

Packaging &
Shipping Inner boxes of 500 to be packaged in outer
Cartons of not less than 2500, not more than
5000. Each carton to be prominently and clearly
Marked with Form Number; Purchase Order Number'
Supplier's Name; and Quantity.

Outer cartons to b palletized and banded (or
shrink wrapped) on standard four-way pallets (40
x 48). Loading platform is not accessible to
tractor trailers.

Note: This envelope must be suitable for use on Pitney
Bowes and DMT Solutions/Bluecrest electronic inserting
equipment: and must work trouble free.

City of Philadelphia
Department of Revenue

Reproduction Specifications

Title: Envelope, General Use, Primary #10

Number: 83-239

Size: #10 Commercial, 4 1/8" x 9 1/2"

Paper: 24 Sub., Blue Wove.

Print: Two Sides, Black Ink
Blue Ink

Inks must meet U.S. Postal Service Requisitions for reflectance.

Construction: Side opening, diagonal seams, fully gummed flap
Executive Style is not acceptable

Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services,
Department of Revenue, 4th Floor
Municipal Services Building
15th Street & John F. Kennedy Boulevard
Philadelphia, PA 19102.

Packaging &
Shipping

Inner boxes of 500 to be packaged in outer
Cartons of not less than 2500, not more than
5000. Each carton to be prominently and clearly
Marked with Form Number; Purchase Order Number'
Supplier's Name; and Quantity.

Outer cartons to be palletized and banded (or
shrink wrapped) on standard four-way pallets (40
x 48). Loading platform is not accessible to
tractor trailers.

Note: This envelope must be suitable for use on Pitney
Bowes and DMT Solutions/Bluecrest electronic inserting
equipment: and must work trouble free.

City of Philadelphia
Department of Revenue

Reproduction Specifications

Title: Envelope, Window Mailing, General #10

Number: 83-73, 83-248

Size: 4 1/8" x 9 1/2"

Paper: 24 Sub., White Wove.

Print: Two Sides, Black Ink
Blue Ink

Construction: Side opening, diagonal seams; fully gummed flap

Window: Poly window, measuring 2 1/8" x 4 1/2", square or round corners, located 7/8" from the left, 1/2" from the bottom. Poly window must be fully pasted. Spot pasting will not be acceptable. Window sizes and positions may vary as bill forms change.

Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services,
Department of Revenue, 4th Floor
Municipal Services Building
15th Street & John F. Kennedy Boulevard
Philadelphia, PA 19102.

Packaging & Shipping

Inner boxes of 500 to be packaged in outer Cartons of not less than 2500, not more than 5000. Each carton to be prominently and clearly Marked with Form Number; Purchase Order Number' Supplier's Name; and Quantity.

Outer cartons to be palletized and banded (or shrink wrapped) on standard four-way pallets (40 x 48). Loading platform is not accessible to tractor trailers.

Note: This envelope must be suitable for use on Pitney Bowes and DMT Solutions/Bluecrest electronic inserting equipment: and must work trouble free.

City of Philadelphia

Department of Revenue

Reproduction Specifications

Title: Envelope, Primary, Window #10

Number: 83-130S

Size: 4 1/8" x 9 1/2"

Paper: 24 Sub., White Wove.

Print: Two Sides, Black Ink; Different
Blue Ink; Different

Construction: Side opening. See Note below

Window: Poly window, measuring 1" x 3 1/2", square or round corners, located 7/8" from the left, 1 1/2" from the bottom. Poly material covering window must be fully pasted. Spot pasting will not be acceptable. Seams must be fully glued so that inserts do not catch.

Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services,
Department of Revenue, 4th Floor
Municipal Services Building
15th Street & John F. Kennedy Boulevard
Philadelphia, PA 19102.

Packaging &
Shipping

Inner boxes of 500 to be packaged in outer Cartons of not less than 2500, not more than 5000. Each carton to be prominently and clearly Marked with Form Number; Purchase Order Number' Supplier's Name; and Quantity.

Outer cartons to b palletized and banded (or shrink wrapped) on standard four-way pallets (40 x 48). Loading platform is not accessible to tractor trailers.

Note: This envelope must be suitable for use on Pitney Bowes and DMT Solutions/Bluecrest electronic inserting equipment: and must work trouble free.

City of Philadelphia
Department of Revenue

Reproduction Specifications

Title: Envelope, Window Mailing, General #10

Number: 83-253

Size: 4 1/8" x 9 1/2"

Paper: 24 Sub., White Wove.

Print: Two Sides, Black Ink

Construction: Side Opening; diagonal seams; fully gummed flap

Window: Poly window, measuring 1 1/4" x 4 1/8", square or round corners, located 1" from the left, 7/8" from the bottom. Poly window must be fully pasted. Spot pasting will not be acceptable. Window sizes and positions may vary as bill forms change.

Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services,
Department of Revenue, 4th Floor
Municipal Services Building
15th Street & John F. Kennedy Boulevard
Philadelphia, PA 19102.

Packaging & Shipping

Inner boxes of 500 to be packaged in outer Cartons of not less than 2500, not more than 5000. Each carton to be prominently and clearly Marked with Form Number; Purchase Order Number' Supplier's Name; Quantity: and sample.

Outer cartons to b palletized and banded (or shrink wrapped) on standard four-way pallets (40 x 48). Loading platform is not accessible to tractor trailers.

Note: This envelope must be suitable for use on Pitney Bowes and DMT Solutions/Bluecrest electronic inserting equipment; and must work trouble free.

City of Philadelphia
Department of Revenue

Reproduction Specifications

- Title: Letters and Repair Envelope
- Number: 83-73W
- Size: #10 Special Poly window
- Paper: 24 Blue Wove.
- Print: Reflex Blue ink corner card and form number.
Ink must meet U.S. Postal Service Requisitions for reflectance.
- Construction: Open side, Diagonal Seam
Window:
1 1/8" x 4 1/4" SQ
Left 1 3/4" Bottom 5/8"
- Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services,
Department of Revenue,
1401 JFK Blvd. Room 430
Boulevard, Philadelphia, PA 19102.
- Packaging & Shipping Inner boxes of 500 to be packaged in outer cartons of not less than 2500, not more than 5000. Each carton to be prominently and clearly Marked with Form Number; Purchase Order Number' Supplier's Name; and Quantity.

Outer cartons to b palletized and banded (or shrink wrapped) on standard four-way pallets (40 x 48). Loading platform is not accessible to tractor trailers.
- Note: This envelope must be suitable for use on Pitney Bowes and DMT Solutions/Bluecrest electronic inserting equipment; and must work trouble free.

Reproduction Specifications

Title: Statement Mailing Envelope
Number: 83-224S
Size: #10, 4 1/8" x 9 1/2"
Paper: 24 Sub., White Wove.
Print: Four colors face and back

Inks must meet U.S. Postal Service Requisitions
For reflectance.

Construction: Side opening, diagonal seams; fully gummed flap.

Window: Two die-cut open windows with a single Poly patch
Fully pasted so that inserts do not catch

Window Positions
(a) Size: 3 1/8" x 9/16" positioned 7/8" in from left and 3" up from bottom
(b) Size: 4 1/2" x 1 1/4" positioned 7/8" in from left and 1 1/4" up from the
bottom

Window sizes and positions may vary as Bill Form change

Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services,
Department of Revenue,
Municipal Services Building
1401 JFK Blvd. Room 430
Boulevard, Philadelphia, PA 19102.

Packaging &
Shipping Inner boxes of 500 to be packaged in outer
Cartons of not less than 2500, not more than
5000. Each carton to be prominently and clearly
Marked with Form Number; Purchase Order Number
Supplier's Name; and Quantity.

Outer cartons to be palletized and banded (or
shrink wrapped) on standard four-way pallets (40
x 48). Loading platform is not accessible to
tractor trailers.

Note: This envelope must be suitable for use on Pitney
Bowes and DMT Solutions/Bluecrest electronic inserting
equipment: and must work trouble free. Also, would
like quality control checks

City of Philadelphia
Department of Revenue

Reproduction Specifications

Title: Statement Mailing Envelope
Number: 83-224SR
Size: #10, 4 1/8" x 9 1/2" Double Window (with inside security tint)
Paper: 24 White Wove.
Print: Two sides, Black Ink, Head to Head

Inks must meet U.S. Postal Service Requisitions
For reflectance tolerance.

Construction: Side opening, diagonal seams; fully gummed flap.

Window: Two die-cut open windows with inside security tint with a single poly patch
Fully pasted so that inserts do not catch.
(c) Size: 3 1/8" x 9/16" positioned 7/8" in from left and 3" up from bottom
(d) Size: 4 1/2" x 1 1/4" positioned 7/8" in from left and 1 1/4" up from the
bottom

Window sizes and positions may vary as Bill Form change

Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services,
Department of Revenue,
1401 JFK Blvd. Room 430
Boulevard, Philadelphia, PA 19102.

Packaging &
Shipping Inner boxes of 500 to be packaged in outer
Cartons of not less than 2500, not more than
5000. Each carton to be prominently and clearly
Marked with Form Number; Purchase Order Number'
Supplier's Name and Quantity.

Outer cartons to be palletized and banded (or
shrink wrapped) on standard four-way pallets (40
x 48). Loading platform is not accessible to
tractor trailers.

Note: This envelope must be suitable for use on Pitney
Bowes and DMT Solutions/Bluecrest electronic inserting
equipment: and must work trouble free.

City of Philadelphia
Department of Revenue

Reproduction Specifications

Title: Envelope, Primary, Window
Number: 83-242
Size: 3-7/8" x 8-7/8"
Paper: 24 Sub. White Wove.
Print: Two sides; Black Ink; Different. Blue Ink; Different With Inside Tint.
Construction: Side opening; fully gummed flap.

Window: Poly window, measuring 1/4" x 4"; Round corners situated 2-1/4" from the left; 1-3/8" up from the bottom. Poly window must be fully Pasted. Seams must be fully pasted so that inserts do not catch with inside security tint.

Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services, Department of Revenue, 4th floor,
Municipal Services Building, 15th Street & John F. Kennedy
Boulevard, Philadelphia, PA 19102.

Packaging &
Shipping

Inner boxes of 500 to be packaged in outer cartons of not less than 2500, not more than 5000. Each carton to be prominently and clearly Marked with Form Number; Purchase Order Number' Supplier's Name; and Quantity.

Outer cartons to b palletized and banded and shrink wrapped on standard four-way pallets (40 x 48).

Loading platform is not accessible to tractor trailers.

Note: This envelope must be suitable for use on Pitney Bowes and DMT Solutions/Bluecrest electronic inserting equipment; and must work trouble free.

Department of Revenue

Reproduction Specifications

Title: Envelope, General Use, Return #9

Number: 83-239A

Size: #9 Commercial, 3 7/8" x 8 7/8"

Paper: 24 Sub. Blue Wove.

Print: Two sides; Black Ink;
Blue Ink

Ink must meet U.S. Postal Service Regulations for reflectance.

Construction: Side opening; diagonal seams; fully gummed flap. Executive Style is not acceptable.

Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services, Department of Revenue, 4th floor,
Municipal Services Building, 15th Street & John F. Kennedy
Boulevard, Philadelphia, PA 19102.

Packaging &
Shipping

Inner boxes of 500 to be packaged in outer cartons of not less than 2500, not more than 5000. Each carton to be prominently and clearly Marked with Form Number; Purchase Order Number' Supplier's Name; and Quantity.

Outer cartons to b palletized and banded (or shrink wrapped) on standard four-way pallets (40 x 48). Loading platform is not accessible to tractor trailers.

Note: This envelope must be suitable for use on Pitney Bowes and DMT Solutions/Bluecrest electronic inserting equipment; and must work trouble free.

Reproduction Specifications

Title: Senior Citizen Return Envelope
Number: 83-234WNW
Size: #9 Regular
Paper: 24 White Wove.
Print: Reflex blue ink face, back and form number.

Ink must meet U.S. Postal Service Regulations for reflectance.

Construction: Open side, Diagonal seams

Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services
Department of Revenue,
1401 JFK Blvd. Room 430
Philadelphia, PA 19102.

Packaging & Shipping

Inner boxes of 500 to be packaged in outer cartons of not less than 2500, not more than 5000. Each carton to be prominently and clearly Marked with Form Number; Purchase Order Number; Supplier's Name; and Quantity.

Outer cartons to be palletized and banded (or shrink wrapped) on standard four-way pallets (40 x 48). Loading platform is not accessible to tractor trailers.

Note: This envelope must be suitable for use on Pitney Bowes and DMT Solutions/Bluecrest electronic inserting equipment; and must work trouble free.

City of Philadelphia
Department of Revenue

Reproduction Specifications

Title: Envelope, General Use, Primary
Number: 83-257L
Size: #10 Commercial, 4 1/8" x 9 1/2"
Paper: 24 Sub, White Wove.
Print: Two side, Reflex blue ink.

Ink must meet U.S. Postal Service Regulations for reflectance.

Construction: Side opening, diagonal seam.

Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services
Department of Revenue,
1401 JFK Blvd. Room 430
Philadelphia, PA 19102.

Packaging &
Shipping

Inner boxes of 500 to be packaged in outer cartons of not less than 2500, not more than 5000. Each carton to be prominently and clearly Marked with Form Number; Purchase Order Number' Supplier's Name and Quantity.

Outer cartons to b palletized and banded (or shrink wrapped) on standard four-way pallets (40 x 48). Loading platform is not accessible to tractor trailers.

Note: This envelope must be suitable for use on Pitney Bowes and DMT Solutions/Bluecrest electronic inserting equipment; and must work trouble free.

City of Philadelphia
Department of Revenue

Reproduction Specifications

Title: Envelope, General Use, Primary
Number: 83-259L
Size: #11, Commercial, 4 ½" x 10 3/8"
Paper: 24 Sub, White Wove.
Print: Reflex blue ink.

Ink must meet U.S. Postal Service Regulations for reflectance.

Construction: Side opening, diagonal seam.

Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services
Department of Revenue,
1401 JFK Blvd. Room 430
Philadelphia, PA 19102.

Packaging &
Shipping

Inner boxes of 500 to be packaged in outer cartons of not less than 2500, not more than 5000. Each carton to be prominently and clearly Marked with Form Number; Purchase Order Number, Supplier's Name and Quantity.

Outer cartons to be palletized and banded (or shrink wrapped) on standard four-way pallets (40 x 48). Loading platform is not accessible to tractor trailers.

Note: This envelope must be suitable for use on Pitney Bowes and DMT Solutions/Bluecrest electronic inserting equipment; and must work trouble free.

City of Philadelphia
Department of Revenue

Reproduction Specifications

Title: Envelope, General Use, Primary
Number: 83-260L
Size: #11, Commercial, 4 ½" x 10 3/8", Window
Paper: 24 Sub, White Wove.
Print: Reflex blue ink.

Ink must meet U.S. Postal Service Regulations for reflectance.

Construction: Side opening, diagonal seams
Window:
Size 1 3/16" x 4 8/16", positioned 7/8" in from left, 9/16" up from bottom

Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services
Department of Revenue,
1401 JFK Blvd. Room 430
Philadelphia, PA 19102.

Packaging & Shipping
Inner boxes of 500 to be packaged in outer cartons of not less than 2500, not more than 5000. Each carton to be prominently and clearly Marked with Form Number; Purchase Order Number' Supplier's Name and Quantity.

Outer cartons to be palletized and banded (or shrink wrapped) on standard four-way pallets (40 x 48). Loading platform is not accessible to tractor trailers.

Note: This envelope must be suitable for use on Pitney Bowes and DMT Solutions/Bluecrest electronic inserting equipment; and must work trouble free.

City of Philadelphia
Department of Revenue

Reproduction Specifications

Title: Envelope, General Use, Primary
Number: 83-261L
Size: #10, Commercial, 4 1/8" x 9 1/2", Window
Paper: 24 Sub, White Wove.
Print: Reflex blue ink.

Ink must meet U.S. Postal Service Regulations for reflectance.

Construction: Side opening, diagonal seams
Window:
Size 4 1/2" x 1 1/8", positioned 7/8" in from left, 1/2" up from
bottom

Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services
Department of Revenue,
1401 JFK Blvd. Room 430
Philadelphia, PA 19102.

Packaging &
Shipping Inner boxes of 500 to be packaged in outer
cartons of not less than 2500, not more than
5000. Each carton to be prominently and clearly
Marked with Form Number; Purchase Order Number;
Supplier's Name and Quantity.

Outer cartons to be palletized and banded (or shrink wrapped) on
standard four-way pallets (40 x 48). Loading platform is not
accessible to tractor trailers.

Note: This envelope must be suitable for use on Pitney Bowes and DMT
Solutions/Bluecrest electronic inserting equipment; and must work
trouble free.

City of Philadelphia
Department of Revenue

Reproduction Specifications

Title: Envelope, General Use, Primary
Number: 83-258L
Size: #10, Commercial, 4 1/8" x 9 1/2", Window
Paper: 24 Sub, White Wove.
Print: Two side, Black Ink
Blue ink.

Ink must meet U.S. Postal Service Regulations for reflectance.

Construction: Side opening ...

Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services
Department of Revenue,
1401 JFK Blvd. Room 430
Philadelphia, PA 19102.

Packaging &
Shipping Inner boxes of 500 to be packaged in outer
cartons of not less than 2500, not more than
5000. Each carton to be prominently and clearly
Marked with Form Number; Purchase Order Number'
Supplier's Name and Quantity.

Outer cartons to b palletized and banded (or shrink wrapped) on
standard four-way pallets (40 x 48). Loading platform is not
accessible to tractor trailers.

Note: This envelope must be suitable for use on Pitney Bowes and DMT
Solutions/Bluecrest electronic inserting equipment; and must work
trouble free.

City of Philadelphia
Department of Revenue

Reproduction Specifications

Title: Envelope, General Use, Primary
Number: 83-257LC
Size: #10, Commercial, 4-1/8" x 9-1/2", Window
Paper: 24 Sub, White Wove.
Print: Two sides, Reflex Black Ink

Ink must meet U.S. Postal Service Regulations for reflectance.

Construction: Side opening, diagonal seam.

Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services
Department of Revenue,
1401 JFK Blvd. Room 430
Philadelphia, PA 19102.

Packaging & Shipping Inner boxes of 500 to be packaged in outer cartons of not less than 2500, not more than 5000. Each carton to be prominently and clearly Marked with Form Number; Purchase Order Number' Supplier's Name and Quantity.

Outer cartons to b palletized and banded (or shrink wrapped) on standard four-way pallets (40 x 48). Loading platform is not accessible to tractor trailers.

Note: This envelope must be suitable for use on Pitney Bowes and DMT Solutions/Bluecrest electronic inserting equipment; and must work trouble free.

City of Philadelphia
Department of Revenue

Reproduction Specifications

Title: Envelope, Window Mailing, General Use, #10
Number: 83-73G
Size: 4-1/8" x 9-1/2"
Paper: 24 Sub, Green Wove.
Print: Two sides, Reflex Black Ink

Ink must meet U.S. Postal Service Regulations for reflectance.

Construction: Side opening, diagonal seam, fully gummed flap.

Window: Poly window, measuring 1 1/8" x 4 1/2", square or Round corners, Located 7/8" from the left; 1/2" From the bottom. Poly window must Be fully Pasted. Spot pasting will not be acceptable. Window Sizes and positions may vary as bill forms change.

Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services
Department of Revenue,
1401 JFK Blvd. Room 430
Philadelphia, PA 19102.

Packaging & Shipping Inner boxes of 500 to be packaged in outer cartons of not less than 2500, not more than 5000. Each carton to be prominently and clearly Marked with Form Number; Purchase Order Number' Supplier's Name and Quantity.

Outer cartons to be palletized and banded (or shrink wrapped) on standard four-way pallets (40 x 48). Loading platform is not accessible to tractor trailers.

Note: This envelope must be suitable for use on Pitney Bowes and DMT Solutions/Bluecrest electronic inserting equipment; and must work trouble free.

City of Philadelphia
Department of Revenue

Reproduction Specifications

Title: Tax Credit Envelope
Number: Cenveo #8911040
Size: #10
Paper: 24 White Wove Poly Window.
Print: Two sides, Reflex Black Ink

Ink must meet U.S. Postal Service Regulations for reflectance.

Construction: Open side, diagonal seam, Regular Gum.

Proof: Submit proof of copy and construction in duplicate to:
Supervisor, Office Services
Department of Revenue,
1401 JFK Blvd. Room 430
Philadelphia, PA 19102.

Packaging &
Shipping

Inner boxes of 500 to be packaged in outer cartons of not less than 2500, not more than 5000. Each carton to be prominently and clearly Marked with Form Number; Purchase Order Number' Supplier's Name and Quantity.

Outer cartons to be palletized and banded (or shrink wrapped) on standard four-way pallets (40 x 48). Loading platform is not accessible to tractor trailers.

Note: This envelope must be suitable for use on Pitney Bowes and DMT Solutions/Bluecrest electronic inserting equipment; and must work trouble free.

City of Philadelphia
Department of Revenue

Reproduction Specifications

Title: Prism Envelope
Number: Envelope #83-220
Size: 6x9.5
Paper: 24 White Wove Poly Window Envelop.
Print: Two sides, Reflex Black Ink

Ink must meet U.S. Postal Service Regulations for reflectance.

Construction: Top Opening, Commercial Flat Seam, Fully Gum.

Proof: Submit proof of copy and construction in duplicate to:
TBD

Packaging &
Shipping Case of 2500.

Note: This envelope must be suitable for use on Pitney Bowes and DMT Solutions/Bluecrest electronic inserting equipment; and must work trouble free.

City of Philadelphia
Department of Revenue

Reproduction Specifications

Title: Prism Envelope
Number: Envelope #83-224s4W
Size: 9x12
Paper: 24 White Wove Poly Window Envelop.
Print: Two sides, Reflex Black Ink

Ink must meet U.S. Postal Service Regulations for reflectance.

Construction: Side Opening, Side Seam, Commercial Flat, Fully Gum.

Proof: Submit proof of copy and construction in duplicate to:
TBD

Packaging &
Shipping Case of 2500.

Note: This envelope must be suitable for use on Pitney Bowes and DMT Solutions/Bluecrest electronic inserting equipment; and must work trouble free.