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How Do You Select Proper Window Envelopes to Mail?

Tammy Mason - 2022-07-21 - in Quotes, Orders & Invoices

How Do You Select Proper Window Envelopes to Mail?

Short Answer: Standard Window Envelope #9 or #10 will work for all our forms.

Explanation: The header information on ASI SmartBooks forms are standardized so that the printing on the form is the same from one form to the next. This allows you to use the same envelope size for all the forms. Header information is as pictured:

		402 E. 4th Street, Floor 2 Waterloo, IA 50703 Website: www.askomp.com	ACKNOWLEDGEMENT 108 PO/Reference 1-10644
ProfitMaker: Support - (319)266-7426 Email - support@asicomp.com ASI SmartBooks: Support - (319)243-2864 Email - profitshield@asicomp.com			
Salesperson: Bob Keith Baker BKB@asicomp.com		Order Date 2/1/2019	Requested Ship Date
		In-Hands Date 	
ACKNOWLEDGE	UNI Business Office University of Northern Iowa PO Box 7548 Cedar Falls, IA 50701 UNITED STATES Office: 1+319-555-5550 Office Fax: 1+319-555-5552 Email: unipayable@uni.edu	SHIP	UNI Business Office University of Northern Iowa PO Box 7548 Cedar Falls, IA 50701 UNITED STATES Office: 1+319-555-5550 Office Fax: 1+319-555-5552 Email: unipayable@uni.edu
Customer: UNI001 Terms: Net 45		Pay With: Check Ship Via: UPS Ground Ship Account:	

Standard Window Envelope Size:	Envelope Measurements:	Window Size:	Window From Left:	Window From Bottom:
#9	3-7/8" x 8-7/8"	1-1/8" X 4-1/2"	7/8"	1 / 2"
#10	4-1/8" x 9-1/2"	1-1/8" X 4-1/2"	7/8"	1 / 2"