

**Mercy College**  
**Department of Mail Services**

**Stockroom Items**

**Price List**

<u>Description</u>	<u>Unit of Measure</u>	<u>Price</u>
<b>All Envelopes have the 555 Broadway Return Address</b>		
<b>#10 Business Envelopes</b>	<b>500 per Box</b>	<b>\$12.50/Box</b>
<b>#10 Business Window Envelopes</b>	<b>500 per Box</b>	<b>\$16.50/Box</b>
<b>9" X 12" Envelopes</b>	<b>500 per Box</b>	<b>\$35.00/Box</b>
<b>Mercy College Letterhead</b>	<b>500/ream</b>	<b>\$10.00/ream</b>
<b>Mercy College Folders</b>		<b>\$0.49/each</b>

**Price subject to change without notice**

**Stock Items not charged back to Departments**

**Examination Books**

**Roll Books**

**Large Inter-Office Envelopes**

**Small Inter-Office Envelopes**

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**Please allow 48 hours for delivery of items upon receipt of Stockroom requisition order forms.**