

IHSS ENVELOPE ORDER FORM

IHSS Envelope Ordering Instructions

Please read all instructions prior to completing your envelope order form.

1. Fill out the form completely.
2. Select your office from the drop down box of locations. Offices are listed alphabetically by **county** of office. Location number and address information will auto-populate.
3. Fill in the contact person's name and direct phone number.
4. Enter requested quantities for the envelopes in increments of 1,000.
5. Click the "SEND" button after form is completely filled out. An e-mail will be generated and sent to the EDD warehouse. At that time, a control number will be assigned to the order. NOTE: A control number will not generate until **after** you submit your order. To view or print your submitted order, go to the sent box of your e-mail program to view or print your order.

To avoid delays in the processing of your order, please report any incorrect addresses or address changes immediately.

Office: _____ Warehouse # _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Contact Person: _____ Telephone # _____

ENVELOPES FOR ORDER

Please order in increments of 1,000 each.

233-1951	IHSS 6 X 9 Outgoing Envelope	QTY _____ each
233-1961	IHSS Return Envelope – No Travel	QTY _____ each
233-1971	IHSS Return Envelope – Travel	QTY _____ each

Your order will be shipped to you within five business days.

For questions or to report address changes, please contact:

Employment Development Department – Forms Warehouse

Office: 916-928-5905

Fax: 916-928-5910