

**SPECIFICATIONS FOR TAX ENVELOPES**

Printing is to be as per samples. All typesetting and printing is to be included in bid prices. There is to be no additional charge for typesetting for revisions.

Color of ink to be used is Black, with the exception of item #5 as that uses Reflux Blue.

Printing on both sides.

Bid is to be awarded as a whole to one bidder only. Bid award will be based on a total of all items.

Any bidder found imbalancing the bid in any of the unit prices will be cause for bid rejection.

An overrun of no more than 10% will be accepted.

Envelopes must be delivered within ten (10) days of receipt of order and approval of proof from the Tax Receiver.

The successful printer will submit to the Tax Receiver, for approval, proofs and proof of type for all envelopes, **prior to printing.**

**ITEM #1 - TAX BILL ENVELOPE (WINDOW):**

Envelope - White wove bond, Sub #24, 4 1/8" x 9 1/2" - Diagonal flap seal

Window: 15/16" x 4" - Positioned 4 15/16" from left side, 1/2" from right side, 7/8" from bottom.

Printing - **Front:**

Return Address to Read: **CORINNE DISOMMA**  
**Receiver of Taxes**  
**200 East Sunrise Highway**  
**Lindenhurst, New York 11757-2597**

Over Window to Read: **IMPORTANT**  
**OPEN AT ONCE**

**Back:**

Bottom of Envelope in Box: **TAX BILL**

**IF YOUR TAXES ARE PAID BY A BANK  
KINDLY FORWARD THIS TAX BILL  
DIRECTLY TO THEM FOR PAYMENT.**

**AS PER ATTACHED COPY.**

**ITEM #2 - TAX BILL ENVELOPE (NO WINDOW):**

Envelope - White wove bond, Sub #24, 4 1/8" x 9 1/2" - Diagonal flap seal

Printing - **Front:**

Return Address to Read: **CORINNE DISOMMA**  
**Receiver of Taxes**  
**200 East Sunrise Highway**  
**Lindenhurst, New York 11757-2597**

Over Window to Read: **IMPORTANT**  
**OPEN AT ONCE**

**Back:**

Bottom of Envelope in Box: **TAX BILL**

**IF YOUR TAXES ARE PAID BY A BANK**  
**KINDLY FORWARD THIS TAX BILL**  
**DIRECTLY TO THEM FOR PAYMENT.**

**AS PER ATTACHED COPY.**

**ITEM #3 - INFORMATIONAL TAX BILL ENVELOPE (WINDOW)**

Envelope - White wove bond, Sub #24, 4 1/8" x 9 1/2" - Diagonal flap seal

Window - 15/16" x 4" Positioned 4 15/16" from left side, 1/2" from right side, 7/8" bottom

Printing - **Front:**

Top Left Hand Corner:  
Return Address to Read: **CORINNE DISOMMA**  
**Receiver of Taxes**  
**200 East Sunrise Highway**  
**Lindenhurst, New York 11757-2597**

**Back:**

Area Over Flap Area: **THIS IS NOT A BILL**

Bottom of Envelope in Box: **THIS IS NOT A BILL**  
**FOR YOUR**  
**INFORMATION ONLY**

**AS PER ATTACHED COPY.**

**ITEM #4 - RETURN ENVELOPE**

Envelope - Brown Kraft, Sub #28, 3 7/8" x 8 7/8"

Printing - **Front:** Bar Code in lower right portion

Return Address to Read: From \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_

Address to Read: **CORINNE DISOMMA  
Receiver of Taxes  
200 East Sunrise Highway  
Lindenhurst, New York 11757-2597**

**Back:**

Bottom of Envelope:

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**PLEASE NOTE**  
**IF YOU ARE PAYING TAXES BY MAIL**

**PURSUANT TO REAL PROPERTY TAX LAW §925 YOU WILL AVOID PENALTY AND INTEREST IF THE ENVELOPE BEARS PROPER POSTAGE AND AN OFFICIAL POST OFFICE DATE STAMP • A PRIVATE POSTAGE METER STAMP IS NOT ACCEPTABLE • NOT LATER THAN THE LAST DAY TO PAY IN PERSON.**

**DEPOSIT IN A LOCAL POST OFFICE WILL NOT INSURE A POSTMARK ON THAT DATE. CHECK WITH YOUR LOCAL POSTMASTER PRIOR TO MAILING.**

**AS PER ATTACHED COPY.**

**#4 Return Envelope BAR CODE.** Please note "intelligent" barcodes on sample, these are to be included in the printing.

**ITEM #5 – BLUE INK ENVELOPE (WINDOW)**

Envelope - #10 Window Envelope - White wove bond, Sub #24, - Diagonal flap seal

Printing - **Front: (in reflux blue)**  
Return Address to Read:



**CORINNE DISOMMA**  
Receiver of Taxes  
200 East Sunrise Highway  
Lindenhurst, New York 11757-2597

With Town of Babylon seal to the left (as per sample)

**Back:**

No printing

**AS PER ATTACHED COPY.**

**ITEM #6 – TAX RECEIPT ENCLOSED ENVELOPE (NO WINDOW)**

Envelope: #10 Envelope, White wove bond, sub#24, Diagonal flap seal

Printing - **Front: (in black)**

Return Address to Read: **CORINNE DISOMMA**  
**Receiver of Taxes**  
**200 East Sunrise Highway**  
**Lindenhurst, New York 11757-2597**

Also on front: **TAX RECEIPT ENCLOSED**  
(see sample for exact location)

**Back:**

No printing

**AS PER ATTACHED COPY.**

**ITEM #7 – TAX RECEIPT ENCLOSED ENVELOPE (WINDOW)**

Envelope - #10 Envelope - White wove bond, Sub #24, - Diagonal flap seal

Window: *15/16"* x *4"* - Positioned *4 15/16"* from left side, *1/2"* from right side, *7/8"* from bottom.

Printing - **Front: (in black)**

Return Address to Read: **CORINNE DISOMMA**  
**Receiver of Taxes**  
**200 East Sunrise Highway**  
**Lindenhurst, New York 11757-2597**

Above window: **TAX RECEIPT ENCLOSED**  
(see sample for exact location)

**Back:**

No printing

**AS PER ATTACHED COPY.**

**CORINNE DISOMMA**

Receiver of Taxes

200 East Sunrise Highway

Lindenhurst, New York 11757-2597

# 1 FRONT

**IMPORTANT**

**OPEN AT ONCE**



#1 back

**TAX BILL**

**IF YOUR TAXES ARE PAID BY A BANK  
KINDLY FORWARD THIS TAX BILL  
DIRECTLY TO THEM FOR PAYMENT.**

**CORINNE DISOMMA**

Receiver of Taxes

200 East Sunrise Highway

Lindenhurst, New York 11757-2597

#2 Front

**IMPORTANT**

**OPEN AT ONCE**



#2 back

**TAX BILL**

**IF YOUR TAXES ARE PAID BY A BANK  
KINDLY FORWARD THIS TAX BILL  
DIRECTLY TO THEM FOR PAYMENT.**

#3 front

**CORINNE DISOMMA**

Receiver of Taxes

200 East Sunrise Highway

Lindenhurst, New York 11757-2597



**THIS IS NOT A BILL**

*#3 back*

**THIS IS NOT A BILL  
FOR YOUR  
INFORMATION ONLY**

From \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_

#4 Front



PLEASE  
PLACE  
FIRST-CLASS  
POSTAGE  
HERE

**CORINNE DISOMMA**  
Receiver of Taxes  
200 East Sunrise Highway  
Lindenhurst, New York 11757-2597



#4 back

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**CORINNE DISOMMA**

Receiver of Taxes

200 East Sunrise Highway  
Lindenhurst, New York 11757-2597

#5 front



# 6 Front

**CORINNE DISOMMA**  
Receiver of Taxes  
200 East Sunrise Highway  
Lindenhurst, New York 11757-2597

**TAX RECEIPT ENCLOSED**

**CORINNE DISOMMA**

Receiver of Taxes

200 East Sunrise Highway

Lindenhurst, New York 11757-2597

# 7 front

**TAX RECEIPT ENCLOSED**





#5, back  
6, "  
7, "