

# Book Offering Envelopes

Reprint? Fill in the desired quantity.

☐ Adult Offering Books\*

☐ Youth Offering Books

\*If using one of our cover designs, specify the cover no. \_\_\_\_\_

No. \_\_\_\_\_ — \_\_\_\_\_

## Customer Information

DATE \_\_\_\_\_

ORDERED BY \_\_\_\_\_

SHIP TO (not P.O. box) \_\_\_\_\_

SEND INVOICE TO (if other than church) \_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

How you would like to receive your order details?

☐ Fax ☐ Email ☐ Mail

You will receive order details and proofs in 7–10 business days. Please carefully review and advise any revisions immediately! YOU MUST REPLY BACK BEFORE WE CAN PRINT YOUR ORDER.

Your order will be shipped when printed.  
Payment is due within 30 days of shipment.



UPS requires a signature for delivery.  
Please provide an address where someone can sign for and accept delivery.

3750 Lancaster New Lexington Rd SE  
Lancaster, OH 43130-9314

PH 740-654-2128 TOLL FREE 800-268-6070  
FAX 800-504-2260

EMAIL [owc@onewriteco.com](mailto:owc@onewriteco.com)  
WWW.ONEWRITECO.COM

ONE WRITE

Custom Offering Book Specifications: Include sample, if available.

### QUANTITY

SIZE ☐ Full ☐ Full Security ☐ Full Security w/Flap ☐ Small

DATING ☐ Calendar (actual Sunday date)— ☐ Monthly— Begin with \_\_\_\_\_  
☐ No Dates ☐ Perpetual (Month and Sunday—no year)

START NO. \_\_\_\_\_ ☐ No Numbers ☐ Select Numbers; email list to: [owc@onewriteco.com](mailto:owc@onewriteco.com)

INK COLOR (if other than black) \_\_\_\_\_

### WEEKLY FUND TITLES

LOGO OR PICTURE ON ENVELOPE ☐ Yes, email logo/image to [owc@onewriteco.com](mailto:owc@onewriteco.com) ☐ No

INITIAL OFFERING ENVELOPE ☐ Yes ☐ No ☐ No Amount ☐ Amount \$ \_\_\_\_\_

SPECIAL OFFERING ENVELOPES ☐ Standard ☐ Premium ☐ Color Border

List how many Special Giving Envelopes are to be placed in each booklet. Include title and date where to be inserted. If additional space is required, please use a separate sheet of paper.

No. per Book	Name of Gift	Date(s) Inserted
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

BOOK COVER ☐ Custom Cover; email it to [owc@onewriteco.com](mailto:owc@onewriteco.com)

☐ Custom Design No. \_\_\_\_\_

COVER INK COLOR ☐ Black ☐ Full Color ☐ Return Address ☐ Postal Permit No. \_\_\_\_\_

Youth Offering Book Specifications:

### QUANTITY

DATING ☐ Calendar (actual Sunday date) ☐ No Dates  
☐ Perpetual (Month and Sunday—no year) ☐ Begin with \_\_\_\_\_

START NO. \_\_\_\_\_ ☐ No Numbers ☐ Select Numbers—email list to: [owc@onewriteco.com](mailto:owc@onewriteco.com)

INITIAL OFFERING ENVELOPE ☐ Yes ☐ No ☐ No Amount ☐ Amount \$ \_\_\_\_\_

SPECIAL OFFERING ENVELOPES ☐ Standard ☐ Premium

List how many Special Giving Envelopes are to be placed in each booklet. Include title and date where to be inserted. If additional space is required, please use a separate sheet of paper.

No. per Book	Name of Gift	Date(s) Inserted
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

YOUTH COVERS ☐ Return Address on Cover ☐ Postal Permit No. \_\_\_\_\_

Stock Book Specifications:

☐ Full Size (multiple of 25) Quantity: \_\_\_\_\_

☐ Small Size (multiple of 25) Quantity: \_\_\_\_\_

Bulk Envelope Specifications:

QUANTITY (minimum order of 500): \_\_\_\_\_

FLAP CLOSED: ☐ Cash

FLAP OPEN: ☐ Full ☐ Small  
☐ Security ☐ Security w/Flap

Special Occasion Envelopes

(minimum order of 500 envelopes per order)

Quantity & Occasion \_\_\_\_\_

Quantity & Occasion \_\_\_\_\_

Quantity & Occasion \_\_\_\_\_

# Book Prices | January 1, 2026

## BASE PRICE PER BOOK



UPS requires a signature for delivery. Please be sure someone will be available to sign for and accept deliveries. If your order is returned for this reason, you will be assessed the return shipping fees from UPS as well as the fees to reship your order.

NUMBER OF BOOKS	SMALL SIZE OFFERING ENVELOPES 3 5/8" X 3 1/2"	FULL SIZE OFFERING ENVELOPES 3 5/8" X 7"	FULL SIZE MAILABLE ENVELOPES 3 5/8" X 7"	YOUTH SIZE OFFERING ENVELOPES 3 5/8" X 3 1/2"
500-749	\$ 2.36	\$ 2.96	\$ 3.05	\$ 2.15
400-499	\$ 2.47	\$ 3.05	\$ 3.13	\$ 2.25
300-399	\$ 2.57	\$ 3.16	\$ 3.25	\$ 2.36
200-299	\$ 2.71	\$ 3.30	\$ 3.37	\$ 2.49
100-199	\$ 2.84	\$ 3.45	\$ 3.55	\$ 2.63
50-99	\$ 2.91	\$ 3.62	\$ 3.72	\$ 2.74
25-49 Youth Only				\$ 2.74
MINIMUM ORDER PRICE	\$146.00	\$181.00	\$186.00	\$69.00
Standard Special per envelope any quantity	.06	.06	.06	.06
Premium Special per envelope any quantity	.07	.07	.07	.07
Color Border Special per envelope any quantity	.12	.12	.12	N/A
Full Color Special per envelope any quantity	N/A	.15	.15	N/A
Cover Black Ink per book	Included	Included	Included	Included
Cover Full Color per book	.10	.15	.15	Included

### SPECIAL ENVELOPES

Many churches need additional envelopes for special giving opportunities, events, or services. Examples of special giving opportunities include holidays, building funds, or outreach missions. To fill this need, we offer four different types of Special Envelopes.

### STANDARD SPECIAL

The Standard Special looks identical to the weekly envelopes in the book except it has the title of the special opportunity printed on it.

### PREMIUM COLOR SPECIAL

The Premium Special also resembles the weekly envelopes, but in addition to the special it also has bars at the bottom of the envelopes. This makes it easier for special funds to be separated from regular offerings.

### COLOR BORDER SPECIAL

The Color Border Special is different from the rest of the envelopes in the book; it features a colored cross, a special title, field for amount and name, and a printed color border around the edge of the envelope.

### FULL COLOR SPECIAL

The Full Color Special is the most eye-catching Special envelope. These envelopes provide an exciting way to encourage giving for specific causes. A large selection of full color designs is available on our website, or we can custom design them for your church. There is a design charge for first time custom envelopes. Please contact our Customer Care Specialist for more details.

### PICTURE/LOGO ON ENVELOPES

There is a \$40 setup charge for first time or change of picture/logo. Text changes are no extra charge.

### CUSTOM BOOK COVERS

Select a cover to protect and finish your envelope book. We encourage you to be creative in this part of the process. Are there favorite images or symbols that have special meaning to your church? We also provide an image gallery on our website. Cover charges are on chart below.

### ENVELOPE INK COLOR

Black is standard—no charge. There is a \$40 ink charge for Blue, Purple, Teal, Red, and Green. For all other colors including custom PMS colors, please contact our Customer Care Specialists for pricing.

**NOTE**—For undated books, as well as books with perpetual dating, all specials and fifth Sundays can be inserted either at the beginning or at the end of the book.

### STOCK BOOKS

These books contain 52 weekly envelopes perpetually dated beginning January 1st Sunday, an initial offering envelope and envelopes for Easter, Thanksgiving and Christmas. Books are supplied with consecutive numbers, sequence at our discretion. They provide for giving to one weekly fund for Small Size and three weekly funds for Full Size. Books cannot be printed with fund title.

### PRICE

Sold only in multiples of 25  
\$1.99 per book      Small Size  
\$2.36 per book      Full Size

### SPECIAL OCCASION BULK ENVELOPES

Pre-printed bulk envelopes for special occasions and holidays such as Easter, Christmas, Building Fund, etc. are ready for purchase and can be shipped immediately. Call for list of occasions available or visit the gallery located on our website. Minimum order size is 500.

### SHIPPING INFORMATION

All orders are shipped prepaid and shipping charges will be added to invoice. Payment is due within 30 days of shipment.