

# PTA Membership Envelope Order Form

To: **Unit Membership VPs/Chairs and Unit Presidents**  
From: Sixth District PTA  
RE: Membership Envelopes for 2016 - 2017

It's time to order your Unit Membership Envelopes for the 2016 – 2017 school year.

1. Mail the completed form, and a check made out to Sixth District PTA. We'll call you when your order is ready for pick-up or if we can pony it to your school (this option is for small orders only).

Sixth District PTA  
1290 Ridder Park Drive, M/C 214  
San Jose, CA 95131-2304

2. Call or email to confirm we have membership envelopes available and bring payment with you.

To avoid confusion, only the Unit Membership VP/Chair, or her/his designee, will be allowed to pick up the envelopes from Sixth District.

Questions? Call the office at (408) 453-6536, or email [office@capta6.org](mailto:office@capta6.org).

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Today's Date \_\_\_\_\_

Unit \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**English/Spanish Envelopes:**

Cost: \$30.00 per 1,000 envelopes  
\$15.00 per 500  
\$ 3.00 per 100  
\$ 1.50 per 50

**English/Spanish/Vietnamese Envelopes:**

Cost: \$70.00 per 1,000 envelopes  
\$35.00 per 500  
\$ 7.00 per 100  
\$ 3.50 per 50

Number of Eng/Span. envelopes needed: \_\_\_\_\_

Number of Eng/Span/Viet. envelopes needed: \_\_\_\_\_

Eng/Span. Cost: \$ \_\_\_\_\_

Eng/Span/Viet. Cost: \$ \_\_\_\_\_

TOTAL AMOUNT ENCLOSED: \_\_\_\_\_

Make check payable to Sixth District PTA