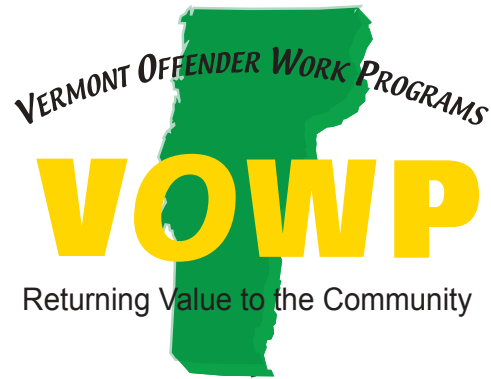


# Vermont Offender Work Programs



## On - line Ordering

Welcome to the Vermont Offender Work Programs (VOWP) on-line ordering page for Business Cards, Letterhead, Envelopes and Labels. By following a few simple instructions you will be able to order these items electronically allowing us to get your order into production faster and delivered to you sooner. Here are some things that you should know about these forms and our products:

- You will have the opportunity to view and choose from all state approved layouts for each product.
- Each of the products shown meets the State of Vermont Graphics Standards.
- By filling in the information to be included on your stationary, you will generate your own electronic proof enabling you to review your proof immediately before submitting your order.
- You will have the opportunity to print a hard copy of your order for your records. If you have Adobe 7.0 or better, you will also be able to electronically store your completed order.
- **PLEASE BE SURE TO REVIEW YOUR ELECTRONIC PROOF BEFORE SUBMITTING YOUR ORDER.** *Once you approve your electronic proof and submit your electronic order, it will go directly into production.*
- **YOU WILL NOT BE SENT A HARD COPY PROOF FOR YOUR REVIEW AND APPROVAL.** *By submitting your order electronically, you are acknowledging that the information and layout are correct.*
- As always, customized products are available when you want to include additional information or print on both sides. Call 1-800-834-2268.
- These electronic forms were created entirely by offenders working in the VOWP Print Shop located at Northwest State Correctional Facility in St. Albans.