

MeadWestvaco Order Form

DATE: _____	Fax Order to: 770-452-9153
SHIP TO ADDRESS: _____ _____	BILL TO ADDRESS: _____ _____
(✓) METHOD OF PAYMENT: _____ Purchase Order/ _____ P-CARD (Complete all info below)	REPEAT ORDER #: _____
PURCHASE ORDER #: _____	
CONTACT'S NAME: _____	P-CARD HOLDER'S NAME: _____
CONTACT'S AGENCY: _____	<small>Complete the following if Pcard user is different from the Contact name.</small>
E-MAIL ADDRESS: _____	P-CARD HOLDER E-MAIL ADDRESS: _____
PHONE #: _____	P-CARD HOLDER PHONE #: _____
FAX #: _____	

QUANTITY / M	COMMODITY CODE	DESCRIPTION	UNIT PRICE	TOTAL PRICE

ORDERING INSTRUCTIONS

TYPESETTING ONE TIME FEE \$20.00 INSIDE DELIVERY \$5.00 / CARTON (if applicable) PLEASE INCLUDE A PRINT COPY SAMPLE WITH EACH ORDER	Fax Order to: 770-452-9153 or email: cds10@meadwestvaco.com CAROLE SHIVELY PH 770-452-9146															
SALES REPRESENTATIVE CONTACT INFORMATION: JIM MAHONEY, PH 800-551-2852 ext. 9530 CELL (727) 418-0523, or FAX (727) 934-4494. CONTRACT INFORMATION: WWW.MEADWESTVACO.COM/ENVELOPECONTRACT.NSF	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">DELIVERY INFORMATION</th> </tr> <tr> <th style="text-align: center;"># CARTONS</th> <th style="text-align: center;">PRINTED</th> <th style="text-align: center;">NON-PRINTED</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">10 - 99</td> <td style="text-align: center;">20 Working Days</td> <td style="text-align: center;">10 Working Days</td> </tr> <tr> <td style="text-align: center;">100 - 799</td> <td style="text-align: center;">30 Working Days</td> <td style="text-align: center;">20 Working Days</td> </tr> <tr> <td style="text-align: center;">800+</td> <td style="text-align: center;">45 Working Days</td> <td style="text-align: center;">30 Working Days</td> </tr> </tbody> </table>	DELIVERY INFORMATION			# CARTONS	PRINTED	NON-PRINTED	10 - 99	20 Working Days	10 Working Days	100 - 799	30 Working Days	20 Working Days	800+	45 Working Days	30 Working Days
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CUSTOMER COMMENTS:	MEADWESTVACO INTERNAL USE ONLY:															