



**To State of Florida Customers: RE: Envelope Contract # 310-000-7-1**

Currently MeadWestvaco is working with the State of Florida to set up an on-line catalog and electronic order processing system.

**Placing your first order under this contract**

To service you effectively, please provide the following information with your initial order:

- ✓ Contact information (Agency name, contact name, phone, fax, and e-mail)
- ✓ Bill-to address
- ✓ Ship-to address
- ✓ Order Quantity by Commodity item code (including commodity prefix code ("a" thru "e" based on quantity bracket)
- ✓ Price per M by Commodity item code
- ✓ PMS ink color number if not black
- ✓ For all printed orders, electronic or camera-ready art is required. Please e-mail electronic art to CDS10@MeadWestvaco or mail black and white artwork to MeadWestvaco (address below)
- ✓ Note: Additional charges section (Group 28) of the contract (MeadWestvaco will not charge the \$20.00 typesetting fee for reorders)
- ✓ Note: Inside delivery instructions, if applicable, \$5.00/carton

**Ordering Instructions**

To ensure that we comply with the State's reporting requirements, please be certain to include the correct commodity code listed on the price sheet. The state has mandated the use of letter prefixes ("a" thru "e") for reporting purposes under this contract. Please refer to Group 28 of the price sheet for additional costs relative to ordering.

**Mailing Address / Customer Service**

**Carole Shively**

Customer Service Representative  
MeadWestvaco  
5625 New Peachtree Road  
Chamblee, GA 30341  
1-800-551-2852, Extension 9146  
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**Margaret Koch**

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**Joel Brooks**

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**Brad Miller**

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**TTD Phone Line** : 770-452-9189

**MeadWestvaco Sales Contact**

Jim Mahoney (727) 418-0523

Adam Lopez (305) 968-8774

**Servicing Area**

Area Codes: 320, 321, 322, 323, 324, 325, 326  
327, 328, 330, 335, 336, 337, 338  
339, 341, 342, 344, 346

Area Codes: 329, 331, 332, 333, 334, 347, 349