



MVE STATE EMPLOYEE STORE

1663 Industrial Drive, Jefferson City, Missouri

P: 573.522.2925 | M-F 8am - 4pm

E: DOC.MVEEmployeeSales@doc.mo.gov

JOB NUMBER

DATE

MVE STATE EMPLOYEE STORE ORDER FORM

Instructions: All customer information and ship to information must be completed. Must include all details for your order. Please attach any artwork, engraving font choices, photos, measurements, and any other details that may be needed for your order.

CUSTOMER INFORMATION	SHIP TO
CUSTOMER NAME	FACILITY
HOME ADDRESS	EMPLOYED BY
CITY, STATE, ZIP	ADDRESS
PERSONAL TELEPHONE	CITY, STATE, ZIP
EMAIL ADDRESS	TELEPHONE

ITEM #	DESCRIPTION COLOR OPTIONS	QTY	UNIT PRICE	TOTAL

Credit Card Orders: A convenience fee (2% of total then an additional \$.25) will be charged to all customers who wish to pay by credit card. You will be notified when your order has been completed and payment is expected. All major credit cards accepted.

COMMENTS

SUB TOTAL

SALES TAX

TOTAL

EMAIL COMPLETED FORM TO: DOC.MVEEmployeeSales@doc.mo.gov

Revised 12.24



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ELIGIBLE CUSTOMERS:

State employees (current and retired) are eligible to purchase from MVE State Employee Store.

Due to state statutes, MVE cannot sell products or services to private individuals or industries.

INSTRUCTIONS:

In order to fill your orders quickly and accurately, we require specific information that is often overlooked when filling out the order form. Please check your order for the following information before e-mailing the MVE State Employee Store:

- The catalog or item number must be listed
- Indicate the plaque or plate material (acrylic, brass or wood)
- Indicate the color desired from those that are listed in the catalog
- The size of the item
- The font(s), the font case (UC/lc or combination of each), see catalog choices
- A sketch or specific description of the desired layout
- Provide a sample or digital photo of any artwork or logo to be used
- If frame or mat is requested, the exact measurements must be indicated
- All orders must include contact information (name, agency, phone number, etc.)

Please Note: We no longer accept orders that request engraving, signage, embroidery, or previously made special order with the statement, "just like the last order," or similar instructions.

If help is needed for acquiring any of this information, you may call the MVE State Employee Store at 573.522.2925.

Failure to include the necessary information will result in the delay of your order being processed. Please note that your accuracy in documenting this information is crucial. MVE will not be responsible for items that are made according to the directions given on the order form.

TO PLACE AN ORDER:

Fill out the order form and email it to:
DOC.MVEEmployeeSales@doc.mo.gov

PRICES:

Please be certain to check the price list carefully for the proper size and color. Price quotations are F.O.B. destination. Due to fluctuating material costs, all catalog prices are subject to change without notice. However, no orders will be shipped at the higher price without prior approval from the customer.

PAYMENTS + DELIVERY:

Payment is required prior to receiving products. Products will not be delivered and must be picked up at the MVE State Employee Store. Shipping is available to DOC institutions that contain a MVE Factory.

SPECIAL PRODUCTS + QUOTES:

Custom products and services are available from MVE State Employee Store. Any variations in standard products will be considered, and our decision will be based on delivery date, quantity, specifications, etc.

CONSULTING SERVICES:

A MVE State Employee Sales Representative is available to show samples and designs of current and new products. They will discuss long-range plans, and provide solutions just for you!

Thank you!

Thank you for working with MVE to make the order process smooth and efficient. Our goal is to produce quality products within a reasonable time frame. Following these instructions will help us serve you accurately and efficiently. We greatly appreciate your support!