



Invoicing Setup Form

Completing this form will allow you to set up invoicing for your Mimeo orders. It will also identify the designated AP contact and individuals in your organization with the authority to add/remove users to/from your account.

For questions on the completion of this form, how invoices are received, or if your organization requires additional information to be captured on your invoice, please contact Mimeo Corporate Accounts.

If you have any questions on pricing, business terms, or are looking for additional information on your agreement please contact your Account Manager.

USPS REMIT ADDRESS

Mimeo.com
P.O. Box 654018
Dallas, TX 75265-4018

UPS, FEDEX REMIT ADDRESS

Mimeo.com
1500 Dragon St. Suite A
Dallas, TX 75207

ELECTRONIC FUNDS TRANSFER

Bank: Citizens Bank
Phone: 877.550.5933
Account Number: 4009742754
ABA Number: 021313103
Swift Code: CTZIUS33
Terms: Net 30 invoiced at shipment

Send remittance notices to:
· ach@mimeo.com
Send invoice inquiries to:
· AR@mimeo.com

SALES TAX

Mimeo collects sales tax based on the delivery destination. If your organization is tax exempt or is a reseller, please email the state issued exemption or resale certificate (not your W9 or Federal Tax Exemption form) and your contact information to corporateaccounts@mimeo.com, or fax it to 901.531.8144.

GENERAL BUSINESS INFORMATION

Organization Type: Corporation
Date of Inc: June 1, 1998 in DE
FEIN: 13-4012728
D-U-N-S: 07-610-2602
FOB: Shipping Point
Standard Payment Terms: Net 30

SBA Business Size: Large
Number of Employees: 876
Mimeo is not certified as: Minority or Woman Owned
NAICS: 323115, Digital Printing
SIC: 2759, Commercial Printing



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***Required fields**

Company Information

* Legal Name: _____ DUNS: _____

* Bill To Name: _____

* Bill To Address: _____

* City: _____ * State: _____ * Zip Code: _____

All invoices will be emailed in pdf format.

* Please enter email address to receive invoices: _____

AP Contact:

* Name: _____ * Phone: _____

* Email: _____

Account Admin: May add or remove authorized users. *(Be sure to add your Account Admin to the Authorized User list below if applicable.)*

* Name: _____ * Phone: _____

* Email: _____

Authorized Users (minimum of one User required)

Email	First Name	Last Name	Credit Amount
*	*	*	*

If additional users are required, please create a full spreadsheet of users and email to corporateaccounts@mimeo.com.

Mimeo collects sales tax based on the delivery destination (select one).

- We are exempt. I am emailing a tax exemption form or resale certificated to corporateaccounts@mimeo.com.
- We are not exempt.

Purchase Orders (select one):

- My company does not require a Purchase Order number on invoices.
- Blanket Purchase Order number to be provided. (Send to corporateaccounts@mimeo.com.)
- A Purchase Order will be entered at the checkout screen for each order.

TERMS & CONDITIONS:

I acknowledge that the company and its employees are authorized, for and on behalf of the company, to use and purchase the services provided by Mimeo.com, Inc. (<https://www.mimeo.com/terms-and-conditions/>)

Signature: _____ Date Signed: _____

Title: _____