



MVE STATE EMPLOYEE STORE

1663 Industrial, 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

CUSTOMER NAME

HOME ADDRESS

CITY, STATE, ZIP

PERSONAL TELEPHONE

EMAIL ADDRESS

SHIP TO

FACILITY

EMPLOYED BY

ADDRESS

CITY, STATE, ZIP

TELEPHONE

ITEM #	DESCRIPTION COLOR OPTIONS	QTY	UNIT PRICE	TOTAL

COMMENTS

SUB TOTAL

SALES TAX

ALL SALES ARE FINAL. NO REFUNDS, EXCHANGES, OR RETURNS.

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.

TOTAL

CUSTOMER SIGNATURE

CUSTOMER PRINTED NAME

DATE SIGNED

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

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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 must be included on the order form. Please check your order for the following information prior to e-mailing the MVE State Employee Store:

- 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.

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.

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 only to Department of Corrections institutions that contain a MVE Industry.

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!

MVE STATE EMPLOYEE STORE DISCLAIMER

**I HEREBY CERTIFY THAT I AM A CURRENT
OR RETIRED EMPLOYEE OF
THE STATE OF MISSOURI.**

I RECOGNIZE THAT:

- MVE or the State of Missouri can not be held responsible for any loss or damage of goods left on State Property.
- All work is completed within a Correctional Facility by supervised offenders; not trained professionals. However, MVE strives to provide quality products to the best of our abilities.
- All products must be picked up within 15 business days after pickup notification. Products not picked up will have a storage fee of \$5.00 per item per day, applied to the account, until picked up by the customer. Payment is due in full before merchandise is released. Products not claimed within 30 business days after pickup notification will be destroyed or sold as surplus.
- All payments made by check must match the names on the original order.

**I understand the items I am
purchasing are not for resale.**

THANK YOU FOR YOUR PURCHASE!