



MVE | MISSOURI VOCATIONAL ENTERPRISES
1717 Industrial Drive, Jefferson City, Missouri 65102
P: 800.392.8486 | M-F: 8am - 5pm

PLEASE SELECT AN OPTION	
DATE	FY
MVE JOB NUMBER	
CUSTOMER P.O. NUMBER	

MODOT RETIREMENT PLAQUE ORDER FORM

BILL TO:

AGENCY NAME	CUSTOMER NUMBER
ADDRESS	COUNTY
CITY, STATE, ZIP	
CONTACT NAME	TELEPHONE NUMBER

SHIP TO:

AGENCY NAME	CUSTOMER NUMBER
ADDRESS	COUNTY
CITY, STATE, ZIP	
EMAIL ADDRESS	

RETIREE NAME

AS IT TO APPEAR ON THE PLAQUE
AND LESS THAN 22 CHARACTERS,
INCLUDING SPACES

MVE CATALOG NUMBER**YEARS OF SERVICE****COST****RETIREMENT DATE****DELIVERY DATE*****RETIREE NAME**

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MVE CATALOG NUMBER**YEARS OF SERVICE****COST****RETIREMENT DATE****DELIVERY DATE*****DELIVERY OPTIONS**

☐ **DELIVERY:** A \$15 fee will be applied to orders under \$150 for standard delivery and UPS/USPS shipments.

☐ **PICKUP:** Located at MVE Showroom; 1717 Industrial Drive, Jefferson City, MO 65102 (no charge)

*Orders placed Monday - Thursday, before noon, will be created and delivered within 48 hours (2 business days.) Orders placed after noon, must allow for one additional business day. For any orders that are a "RUSH," you must indicate this on the order form and place "RUSH" in the email subject line.

TOTAL**COMMENTS**

CUSTOMER SIGNATURE

CUSTOMER PRINTED NAME

DATE SIGNED

Please complete this form and send it to: DOC.MVE.Service@doc.mo.gov