

# **Ordering Instructions**

## **Statewide Contract – MAILMCHN18A**

**Ordering Requirements – An agency may use the MAILMCHN18A Statewide Contract for any order as-needed.**

**Special Instructions–** The above referenced contract is intended to provide Agencies with a purchase price for contract items as contained in the completed Pricing Pages attached to the contract.

**Approvals Required –** CTO approval is required for any mail machine purchase or lease.

### **Agency and/or Vendor Contact Information:**

Komax, LLC  
500 D Street  
South Charleston, WV 25303  
Phone: 304-744-7440  
Toll Free: 888-483-7440  
Fax: 304-744-7450  
Contact: David Humphrey  
Email: [dhumphrey@komaxwv.com](mailto:dhumphrey@komaxwv.com)

See the **List of Buyer Assignments** located at the Purchasing Division website (Agency Resource Center) for the centralized buyer assigned to this contract.

### **Type of Delivery Order – ADO**

**How to submit the completed order to the Vendor –** The agency must contact the vendor representative to initiate the procurement process. The vendor shall accept orders by regular mail, facsimile, e-mail, or any other written forms of communications.

**POLITICAL SUBDIVISIONS:** Contact vendor to confirm that contract pricing is available.