

Ordering Instructions

Statewide Contract – MAILMCHN18B

Ordering Requirements – An agency may use the MAILMCHN18B 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.
Email: Consulting.Services@wv.gov

Agency and/or Vendor Contact Information:

Pitney Bowes, Inc.
Phone: 304-881-9298
Fax: 203-617-6852
Contact: Susan Lopinsky
Email: Susan.Lopinsky@pb.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.