

# **Ordering Instructions**

## **Statewide Contract – PESTCTR18B**

Pest Control for DISTRICTS 2 - 10

**Ordering Requirements** – Spending Unit(s) should issue a wvOASIS Agency Delivery Order (ADO) to the Vendor.

**Approvals Required** – None required by the Purchasing Division.

### **Vendor Contact Information:**

Standard Exterminating Wendell Brown  
Phone: 304-342-5200  
Email: wbrown180@gmail.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** – An ADO should be created in wvOASIS with the appropriate documentation attached.

**How to submit the completed order to the Vendor** – Assemble document, print and submit the ADO to the vendor either by Email or USPS mail.

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