



**National Headquarters**  
Mimeo.com Inc  
3 Park Ave  
22nd Flr  
New York, NY 10016-7315  
1-800-GO-MIMEO

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### General Business Information

Organization Type: Corporation  
Date of Inc: June 1, 1998 in DE  
FEIN: 13-4012728, W-9 attached  
D-U-N-S: 07-610-2602  
FOB: Shipping Point  
Standard Payment Terms: Net 30

SBA Business Size: Large  
Number of Employees: 853  
Mimeo is not certified as  
minority or woman owned  
NAICS: 323111, digital printing  
SIC: 2759, commercial printing

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### Payment Options

To pay by check  
Mimeo.com Inc  
P.O.Box 654018  
Dallas TX 75265-4018

To pay by major credit card  
call 1-901-566-5464

To pay by electronic funds transfer  
contact [ACH@mimeo.com](mailto:ACH@mimeo.com)  
Citizens Bank  
Account 4009742754  
ABA 021313103  
Doug Moore  
71 South Wacker Dr 29th Flr  
IH 2960 Chicago IL 60606  
PH# 203-900-6811

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### Billing and Invoicing

#### Purchase Orders:

If your organization requires a PO # on invoices to issue payment, please let us know. We can make a purchase order (or other reference information) required for orders placed by your company's users.

#### Sales Tax:

Mimeo collects sales tax for orders based on the delivery destination. If your organization is exempt from paying sales tax or is a reseller, please fax the state issued exemption or resale certificate and your contact information to 901-566-8951.

#### Invoice & Statement Delivery:

If you prefer to receive your invoices and statements in an electronic (.pdf) format, please send your request to [AR@mimeo.com](mailto:AR@mimeo.com). Be sure to include the contact name and email address of the party that will be receiving the invoices.

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For any other Accounts Receivables inquiries,  
email [AR@mimeo.com](mailto:AR@mimeo.com), call **901-566-5464**, or fax **901-566-8951**