

Neopost USA

CBE Code	Climate Friendly Preferred Products	Recycled Products	Resellers Authorized Resellers
A - Non-Minority	No	No	Yes

ORDERING INSTRUCTIONS FOR STATE CONTRACT PURCHASES

Purchase Orders for purchases (not leases) should be made payable to NEOPOST USA INC. Postage meters require a line item on the purchase order referencing the meter model, term of agreement and monthly amount. Please see sample Purchase Order at the bottom of this page.

Please prepare your Purchase Order for new mail processing equipment using the following information:

VENDOR:

NEOPOST USA INC.

478 Wheelers Farms Road

Milford, CT 06461

FEIN: 94-2388882

URL: <http://www.neopostinc.com/florida>

POINT OF CONTACT: Christine Nixon with the Strategic Relationship Group (SRG)

TELEPHONE: 203-301-3837

FAX: 510-372-0553

EMAIL: c.nixon@neopost.com

Purchase Orders should be sent to the LOCAL SALES OFFICE that is assisting with the sale. If you are in need of finding your local dealer, you can find the office online at neopostinc.com/Florida.

ORDERING INSTRUCTIONS FOR STATE CONTRACT LEASES

Purchase Orders for lease agreements are issued/made out to MAILFINANCE INC. not Neopost USA Inc. MailFinance Inc is a leasing company that NEOPOST USA INC. owns for exclusive use of assisting our customers with the lease of our mailing equipment.

Please prepare your purchase order for new mail processing equipment using the following information:

LEASING VENDOR:

MAILFINANCE INC.

478 Wheelers Farms Road

Milford, CT 06461

FEIN # 94-2984524

POINT OF CONTACT: Anthony Mizono, Lease Administration

TELEPHONE: 203-301-3400

FAX: 203-301-2626

EMAIL: a.mizono@neopost.com

REMIT TO ADDRESS: SAME AS ABOVE

Purchase Orders should be sent to the LOCAL SALES OFFICE that is assisting with the sale. If you are unsure of who your local dealer is, you can find the office online at neopostinc.com/Florida.

All questions regarding State Contract acquisitions and administration should be directed to the contract holder:

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NEOPOST USA INC.

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FEIN: 94-2388882

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