



National Headquarters:
 Mimeo.com, Inc.,
 3350 Miac Cv, Memphis, TN 38118
Telephone: 901-566-5445
Email: corporateaccounts@mimeo.com
Website: www.mimeo.com

General Business Information

Organization Type: Corporation	SBA Business Size: Small
Date of Inc: June 1, 1998 in DE	Number of Employees: 375
FEIN: 13-4012728	Mimeo is not certified as: Minority or Woman Owned
D-U-N-S: 07-610-2602	NAICS: 323115, Digital Printing
FOB: Shipping Point	SIC: 2759, Commercial Printing

Mimeo.com W9 also available here: <https://www.mimeo.com/customer-forms/>

Payment Options

Remit to Address

Mimeo.com, Inc.
 PO Box 654018
 Dallas, TX 75265-4018

UPS, Fedex Remit Address

Mimeo.com
 Attn: Lockbox Operations (654018)
 2701 East Grauwlyer Rd. BLDG. 1
 Irving, TX 75061

Electronic Funds Transfer

Bank: Citizens Bank
Phone: 877-550-5933

Account Number: 4009742754
ABA Number: 021313103
Swift Code: CTZIUS33

Branch: Citizens Plaza
 1 Citizens Drive
 Riverside, RI 02915 US

Send remittance notices to:
ach@mimeo.com
 Send invoice inquiries to:
AR@mimeo.com

To Pay By Credit Card: cardpayments@mimeo.com
 Authorization form available here:
<https://www.mimeo.com/customer-forms/>

Billing and Invoicing

Purchase Orders:

When a PO # is required on invoices to issue payment, please inform corporateaccounts@mimeo.com and your account will be updated to reflect the requirement.

Sales Tax:

Mimeo collects sales tax based on the delivery destination. If your organization is tax exempt or a reseller, please email the state issued exemption or resale certificate and your contact information to corporateaccounts@mimeo.com.

Invoice & Statement Delivery:

Invoices and statements are auto generated in an electronic (.pdf) format to the designated email on your account. If a soft copy is preferred, please send request to ar@mimeo.com.