

**National Headquarters:**

Mimeo.com, Inc.,

3350 Miac Cv, Memphis, TN 38118

**Telephone:** 901-566-5445**Email:** [corporateaccounts@mimeo.com](mailto:corporateaccounts@mimeo.com)**Website:** [www.mimeo.com](http://www.mimeo.com)

## General Business Information

**Organization Type:** Corporation**Date of Inc:** June 1, 1998 in DE**FEIN:** 13-4012728**D-U-N-S:** 07-610-2602**FOB:** Shipping Point**SBA Business Size:** Small**Number of Employees:** 375**Mimeo is not certified as:** Minority or Woman Owned**NAICS:** 323115, Digital Printing**SIC:** 2759, Commercial PrintingMimeo.com W9 also available here: <https://www.mimeo.com/customer-forms/>

## Payment Options \*Contact [ar@mimeo.com](mailto:ar@mimeo.com) for wire transfer bank details

### Remit to Address

Mimeo.com, Inc.  
PO Box 897001  
Charlotte, NC 28289-7001

### UPS, Fedex Remit Address

Attn: 897001  
Mimeo.com, Inc.  
5130 Parkway Plaza Blvd.  
Charlotte, NC 28217

### ACH Funds Transfer

**Bank:** Truist Bank  
**Phone:** 865-766-8705**Account Number:** 13092255**ABA Number:** 021052053**Swift Code:** BRBTUS33**Branch: Truist Bank**  
900 S Gay St, Suite 2400  
Knoxville, TN. 37902 US

Send remittance notices to:

[ach@mimeo.com](mailto:ach@mimeo.com)

Send invoice inquiries to:

[AR@mimeo.com](mailto:AR@mimeo.com)**To Pay By Credit Card:** [cardpayments@mimeo.com](mailto: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](mailto: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](mailto: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](mailto:ar@mimeo.com).



Terms: Net30 invoiced at shipment

\*Required fields

## Credit Application

### Company Information

\*Legal Name:

DUNS:

\*Bill to Name:

\*Website:

\*Bill to Address:

Marketplace:

\*City:

\*State:

\*Zip Code:

All invoices will be emailed in PDF format.

\*Please enter email address to receive invoices:

### AP Contact:

\*Name:

\*Phone:

\*Email:

### Authorized Users (One user minimum) \*An authorized approver is required for all account change authorizations.

*Email	*First Name	*Last Name	*Title	*Credit Amount

\*The credit amount is the spend limit per user that will be invoiced by the invoice option selected below with payment due based on net terms

\*Authorized Approver: \_\_\_\_\_

### Available Credit Options (select one) **\*Credit is added at the user level**

☐ **Monthly Credit Refresh** – On the first of each month the available credit limit will automatically refresh back to the original requested credit amount for each user making the full amount available for ordering.

☐ **Non-Refreshing Credit** – This is a one-time approved credit limit that will reflect all orders placed from the users account. Once the available credit is depleted the user will be unable to place additional orders. If additional credit is needed the account admin will need to make a request through [corporateaccounts@mimeo.com](mailto:corporateaccounts@mimeo.com).

## Sales Tax (select one)

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 to [corporateaccounts@mimeo.com](mailto:corporateaccounts@mimeo.com).

- ☐ We are exempt. Email a tax exemption or resale certificate to [corporateaccounts@mimeo.com](mailto:corporateaccounts@mimeo.com).
- ☐ We are NOT Exempt.

## Purchase Orders (select one)

If your company requires a PO to pay an invoice, a PO must be entered at the time the order is placed or received by Mimeo prior to placing the order.

- ☐ My company does not require a Purchase order number on invoices
- ☐ A blanket Purchase Order will be provided to [corporateaccounts@mimeo.com](mailto:corporateaccounts@mimeo.com)
- ☐ A Purchase Order will be entered at the checkout screen when the order is placed.

## Invoice Options (required - select one)

Mimeo has several invoicing options to choose from. Our system auto generates invoices based on the ship date. We are unable to consolidate invoices based on PO's, Cost Centers, Departments, or any other company specific identifier. If your company requires special invoicing please contact [corporateaccounts@mimeo.com](mailto:corporateaccounts@mimeo.com).

- ☐ **Daily** – One invoice per order, generated daily based on ship date.
- ☐ **Daily Consolidated** – One invoice will be generated each day to include all orders that shipped that day.
- ☐ **Weekly** – One invoice per order, generated one day each week to include all orders shipped within that week.
- ☐ **Weekly Consolidated** – One invoice will be generated each week to include all orders shipped within that week.
- ☐ **Monthly Consolidated** – One invoice will be generated on the last day of the month to include all orders shipped within that month. Requires Net 15 payment terms.

## Mimeo is currently set up on several e-invoicing platforms.

Mimeo enters invoices into the e-invoicing platform that is currently being used by the customer. Initial set up will need to be coordinated with the Mimeo AR team. Send all set up instructions to [ar@mimeo.com](mailto:ar@mimeo.com).

### ☐ Web Invoicing Option (select one)

- ☐ Ariba
- ☐ Coupa
- ☐ Tungsten Network
- ☐ B# '!'Bch5 dd`JWV`Y`
- ☐ Other: \_\_\_\_\_

**\*\*Complete this section if the total monthly credit amount requested exceeds \$10,000.00**

## Bank References

Institution Name:

Contact:

Phone:

Email:

Address:

## Trade References \*All three required

Company Name:	Company Name:	Company Name:
Contact Name:	Contact Name:	Contact Name:
Phone:	Phone:	Phone:
Email:	Email:	Email:
Address:	Address:	Address:
Account Opened:	Account Opened:	Account Opened:
Credit Limit:	Credit Limit:	Credit Limit:
Current Balance:	Current Balance:	Current Balance:

**TERMS & CONDITIONS:** I acknowledge that the company and its employees are authorized, for and on behalf of the company, to use and purchase the services provided by Mimeo.com, Inc. (<https://www.mimeo.com/terms-and-conditions/>)

**I hereby certify that the information contained herein is complete and accurate. This information has been furnished with the understanding that it is to be used to determine the amount and conditions of the credit to be extended. Furthermore, I hereby authorize the financial institutions listed in this credit application to release necessary information to the company for which credit is being applied for in order to verify the information contained herein.**

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**National Headquarters:**

Mimeo.com, Inc., 3350 Miac Cv, Memphis, TN 38118

1-800-GO-MIMEO (466-4636)

Telephone: 901-566-5445

Email: [cardpayments@mimeo.com](mailto:cardpayments@mimeo.com)Website: [www.mimeo.com](http://www.mimeo.com)

## Credit Card Authorization

### Company Information

Company Name: \_\_\_\_\_ Mimeo Account ID: \_\_\_\_\_

### Credit Card Information

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

### Authorized Charges (select one)

- ☐ Recurring charges for warehouse and fulfillment services only.
- ☐ Process card for all future invoicing:
- ☐ Process at the time the invoice is created ☐ Will inform Mimeo when to process card
- ☐ Payment for invoice(s) listed below:

Charge each invoice separately or in one charge: ☐ Separately ☐ One Charge

One-Time charge amount: \_\_\_\_\_

Is a receipt required? ☐ Yes ☐ No If "yes", email receipt to: \_\_\_\_\_

Invoice #	Amount	Invoice #	Amount	Invoice #	Amount

Mimeo.com credit card authorization form available here: <https://www.mimeo.com/customer-forms/>

### Authorization:

Name of Person Authorizing Charge(s): \_\_\_\_\_

Signature of Person Authorizing Charge(s): \_\_\_\_\_

**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the  
requester. Do not  
send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)  Mimeo.com, Inc.	
	<b>2</b> Business name/disregarded entity name, if different from above.	
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/>	
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions.  PO Box 897001	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code  Charlotte, NC 28289-7001		
<b>7</b> List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
			-				-		
<b>or</b>									
<b>Employer identification number</b>									
1	3		-	4	0	1	2	7	2

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**    **Signature of U.S. person**    *Heather Durham*  
Digitally signed by Heather Durham  
DN: cn=Heather Durham, o=Mimeo.com,  
email=hdurham@mimeo.com,  
c=US  
Date: 2025.01.02 08:37:04 -06'00'

**Date**    01/02/2026

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they