

MoDOT

RETIREMENT PLAQUE ORDER FORM

P.O. #:	
CATALOG NUMBER:	E-480.SPC
BILL TO ADDRESS:	
SHIP TO ADDRESS:	
CONTACT NAME/PHONE NUMBER:	
RETIREE NAME (as it is to appear on plaque and less than 22 characters, including spaces)	
YEARS OF SERVICE	
RETIREMENT DATE	
*DELIVERY DATE	
RETIREE NAME (as it is to appear on plaque and less than 22 characters, including spaces)	
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RETIREMENT DATE	
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YEARS OF SERVICE	
RETIREMENT DATE	
*DELIVERY DATE	

*Orders placed Monday - Thursday, before noon, will be created and delivered within 48 hours (2 business days). Orders placed after noon, must allow for one additional day. MVE's shop is closed on Friday's, keep this in mind when placing orders. For any orders that are a "Rush" you must request this prior through MVE and there may be an additional fee charged.

E-mail information to: doc.mvecustomerservice@doc.mo.gov and cc: joseph.buechter@doc.mo.gov.
 Questions regarding invoices contact: Whitney.Murphy@doc.mo.gov or 573-522-2940