



# MESTEX

A Division of Mestek Inc.

4830 Transport Drive | Dallas TX 75247

Ph: 214-638-6010

Fax: 214-905-0806

## ORDER TRANSMITTAL

MOTF-2

**\* = Required Field**

\*Date: \_\_\_ / \_\_\_ / \_\_\_

Agent Order #: \_\_\_\_\_

\*Cust. PO#: \_\_\_\_\_  
made to Mestex

\*Sold To: \_\_\_\_\_

\*Ship To: \_\_\_\_\_

Sales Tax Exempt #: \_\_\_\_\_

\*Tag Shipment: \_\_\_\_\_

Attached \_\_\_\_\_ Blanket On File \_\_\_\_\_

\*Project Location: \_\_\_\_\_

\*Project Name: \_\_\_\_\_

\*Cust. Contact: \_\_\_\_\_

PO Attached \_\_\_\_\_ Follow within 5 days \_\_\_\_\_

**\*FREIGHT - \*\*\* FOB: Dallas, Texas ONLY \*\*\***

### \*STATUS OF ORDER

Prepaid and Add: \_\_\_ Collect: \_\_\_ Customer Pick Up: \_\_\_

Released for Production: \_\_\_\_\_

Carrier (Collect Only): \_\_\_\_\_

Date Wanted: \_\_\_\_\_

Guaranteed - Quote #: \_\_\_\_\_

Hold for Approval: \_\_\_ Est. Release Date: \_\_\_\_\_

3rd Party Bill: \_\_\_\_\_

**\*Call-Ahead Info:(circle one) 24 / 48 Hrs Prior to Delivery**

( ) - \_\_\_\_\_  
AREA CODE PHONE NUMBER CALL AHEAD CONTACT NAME

ITEM	# REQ'D	SEND TO:			<b>Office Use Only</b>	
Approval Drawings					Book Date _____	
Record Drawings					FO # _____	
IOM Manual					Terms: _____	
Rep #	Representative	Code <small>S = Selling T = Territory E = Engineering</small>	% Comm.		Quote# _____	
					Prices and Quote Ckd	
					Salesperson Initials _____	

Engr. (Spec. Influence) \_\_\_\_\_

\*Engr. City & State: \_\_\_\_\_

Qty	Model Description	List Price Per Unit	Discount %	Net Sales Price (Rep Cost)

<b>Office Use Only</b>		
_____ % State Sales Tax		Total Net Sales Price (Rep Cost) _____
_____ % City or County Sales Tax		Commission..... _____
\$ _____ Total Sales Tax		Start-Up (If Included)..... _____
		Freight (If Included)..... _____
		Net Invoice Price..... _____
		(To Cust.) _____