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## Preparing Our Company for Your Future

Dear Valued Customer,

In an effort to better serve you, we are asking for your assistance. When submitting Purchase Orders, please include the following information:

- Your company name
- Billing address
- Ship to address
- Purchase order number
- **acpo** product number
- Roll width and length
- Quantity of rolls

The following optional information is beneficial, but not required:

- Purchaser's name
- Requested in-house date
- Price

Additionally, your Purchase Orders must be placed directly with the Customer Service Department. Orders placed with the Sales Department will affect processing. As a reminder, we accept orders via Phone (1-800-793-TAPE), Fax (1-877-675-5344) or email at [cs@acpo.com](mailto:cs@acpo.com).

Please note, incomplete Purchase Orders can not be processed without the required information. Your cooperation will assist us in preventing processing delays while ensuring order accuracy.

Thank you for your continued partnership with acpo ltd and thank you in advance for your support in this effort.

Best Regards,

Your acpo, ltd Customer Service Team

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FOR MORE INFORMATION PLEASE VISIT OUR WEBSITE AT [WWW.ACPO.COM](http://WWW.ACPO.COM)

8035 Lake Winds Drive · PO Box 418  
Oak Harbor, OH 43449



Phone: 1-800-793-TAPE (8273)  
Fax: 1-877-675-5344