



Dr. Vinyl & Associates

C O R P O R A T E H E A D Q U A R T E R S

Dr. Vinyl & Associates, Ltd.
1350 SE Hamblin Road
Lee's Summit, MO 64081
Phone: (800) 531-6600
Fax: (816) 525-6333
tonyr@drvinyl.com

Tony Rende: Director of Purchasing

July 26, 2017

To: All Franchise Partners

Due to the increased volume of calls to the parts department, **effective immediately**, the parts department is asking if you can place orders with one of the three options below:

- 1. Email your order to parts@drvinyl.com.**
- 2. Fax your order to (816) 525-6333.**
- 3. Online store**

You can still call your order in as you have in the past, however, we kindly request that you **have your entire order ready to read off prior to placing your call**. There have been many cases where individuals are rambling through their van and tool boxes while placing their order and this takes up valuable time on the phone. **If you get voicemail, please leave your order on my voicemail.** Please note that the parts department is always available by phone.

If there are any questions regarding your order, you will receive a call back from the parts department as soon as possible.

Thank you for cooperation and your business.

Sincerely,

Tony Rende
Director of Purchasing
