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**TO:** All Weil-McLain Distributors and Agents

**FROM:** Dan Vassar – Marketing Communications Manager

## SUBJECT: Weil-McLain Literature Ordering Process Change

Weil-McLain is announcing changes to our sales literature/product manual ordering process. Effective Monday, March 5, all requests for "hard copies" of sales literature will be fulfilled from our new literature fulfillment center located in South Bend, Indiana.

If you need "hard copies" of sales literature or product manuals, you can request these materials by completing a copy of the enclosed "Sales Literature Request Form" or "Product Manual Order Form" and faxing them to the Weil-McLain Literature Fulfillment Center at the **"NEW"** fax number: **574-271-4863.** 

The enclosed copies of Weil-McLain's "Sales Literature Request Form" and "Product Manual Order Form" list all of the W-M sales literature that is currently available through our literature fulfillment center. Sales literature not listed on the latest versions of these forms is *not available* in "hard copy".

Your number one source for the latest versions of Weil-McLain sales literature will always be found at <u>www.weil-mclain.com</u>. New literature, updated material and revisions are often placed on our website before they are available in hard copy form. On our website, you can view, print, and download not only sales literature, but also a wide variety of product information including installation and user manuals, wiring diagrams, suggested specifications, and a host of technical and other information.

For further information, contact your Weil-McLain sales representative or local area sales office. Thank you for taking note of these changes and helping to make this an easy transition.

Enclosures: Weil-McLain "Sales Literature Request Form" Weil-McLain "Product Manual Order Form"