



MERRILL Y. LANDIS, LTD.  
EST. 1948

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[www.mylltd.com](http://www.mylltd.com)

**DEPARTMENT PHONE & E-MAIL DIRECTORY**

Main Office Phone Hours are 9:00 am to 4:00 pm  
CALL - 215-723-8177 or 1-800-743-9135 (toll free)

**\*\*\* When Faxing in Orders & Estimates \*\*\***

Use the Main Office Fax Lines Only ~ 215-723-7162 or 1-800-800-7162

**Email Estimates & Orders To:**

- Workroom Labor Orders & Fabric Orders ~ [receiving@mylltd.com](mailto:receiving@mylltd.com)
- Workroom Labor Estimates & Fabric Estimates ~ [wendy@mylltd.com](mailto:wendy@mylltd.com)
- Hardware & Motorization – Estimates & Orders ~ [hardware@mylltd.com](mailto:hardware@mylltd.com)
- Shade Kits & Workroom Supplies - Estimates & Orders ~ [hardware@mylltd.com](mailto:hardware@mylltd.com)
- Sales Literature – Information & Orders ~ [mylmarketplace@mylltd.com](mailto:mylmarketplace@mylltd.com)

**New Accounts – Register on our Website at [www.mylltd.com](http://www.mylltd.com)**

**For In-Process Workroom Labor Order - Please direct all in-process inquiries to the Production Department listed on top of Product Information Page in Custom Classic Labor Price Book**

DEPARTMENT	NAME	EXT.#	EMAIL
<b>Accounting – Admin. Operations Manager</b>	Theresa Gallagher	201	<a href="mailto:theresa@mylltd.com">theresa@mylltd.com</a>
• Invoice / Credit Questions	Mary Beth Altomare	214	<a href="mailto:marybeth@mylltd.com">marybeth@mylltd.com</a>
• Credit Cards	Dayna Miley	200	<a href="mailto:myl@mylltd.com">myl@mylltd.com</a>
<b>Drapery Hardware / Workroom Supplies / Motorization / Shade Kits</b>			<a href="mailto:hardware@mylltd.com">hardware@mylltd.com</a>
• Hardware & Motorization	Glen Tyson	216	
• Shade Kits & Workroom Supplies			
• Custom Made Kirsch Rods			
<b>Sales &amp; Marketing (MYL Marketplace)</b>	Sue Landis	212	<a href="mailto:mylmarketplace@mylltd.com">mylmarketplace@mylltd.com</a>
• New Account			
• Sales Literature & Events			
<b>Workroom Labor Estimating</b>	Wendy Greaser	220	<a href="mailto:wendy@mylltd.com">wendy@mylltd.com</a>
<b>Receiving / Shipping / Delivery</b>	Lisa Freed	233	<a href="mailto:receiving@mylltd.com">receiving@mylltd.com</a>
<b>Shipping - To schedule Pick Up</b>	<b>Voice Mail Only</b>	206	<a href="mailto:ship@mylltd.com">ship@mylltd.com</a>
<b>Drapery Dept.</b>			<a href="mailto:drapery@mylltd.com">drapery@mylltd.com</a>
• Manager	Jenn DeRosa	209	<a href="mailto:jenn@mylltd.com">jenn@mylltd.com</a>
• Customer Service / Delivery Dates	Diane Ryer	208	
<b>Specialty Dept.</b>			<a href="mailto:specialty@mylltd.com">specialty@mylltd.com</a>
• Manager – Valances & Custom Design	Donna Derstine	221	<a href="mailto:donna@mylltd.com">donna@mylltd.com</a>
• Pillows & Cushions			
• Supervisor – Shades & Upholstery	Bev Ericson	219	
• Customer Service / Delivery Dates	Wendy Greaser	220	<a href="mailto:wendy@mylltd.com">wendy@mylltd.com</a>
<b>Human Resources Director</b>	Sue Landis	211	<a href="mailto:sue@mylltd.com">sue@mylltd.com</a>