



STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
MICHIGAN STATE INDUSTRIES

RICK SNYDER
GOVERNOR

HEIDI E. WASHINGTON
DIRECTOR

TO: Non Profit Organizations

SUBJECT: **Organizational Logo Coasters**

Michigan State Industries, in addition to the School Booster Plates is now offering Organizational Logo Coasters with your school or organizational logo on them. These colorful coasters make an excellent fundraising product. Demonstrate your spirit and raise money for your favorite organization.

TO ORDER: Follow this **TWO** step process.

STEP #1

Simply send a memorandum, **ON YOUR ORGANIZATIONS LETTERHEAD** to:

Margret Leisinger – MSI Order Entry Supervisor
Michigan State Industries
Email: MSI_Order_Entry@michigan.gov (or)
Fax: (517) 373-1853
Phone: (517) 373-4370

INCLUDE THE FOLLOWING INFORMATION IN YOUR MEMO:

1. What you are ordering, including the item # 21f-3450
2. Quantity of Coasters you are ordering.
Minimum order is 50 sets of coasters.
Price \$2.55 per set – 4 coasters per set.
3. Include your tax ID number for billing purposes.
4. Print and Sign your letter.
5. Include Email address.

STEP #2

Send the artwork to:

Will Rondeau-MSI Plant Manager or
Robert Henkel, Supervisor Michigan State Industries
License Plate Factory
2727 East Beecher Street
Adrian, MI 49221-3506
Phone (517) 265-3900 Ext. 2652630 or 2652637

SEND ARTWORK TO: rondeauw@michigan.gov or henkelr@michigan.gov

If you have any questions or need any help, please feel free to contact
Will Rondeau at (517) 265-3900 Ext. 2652630 or Robert Henkel (517) 265-3900 Ext. 2652637

Thank You.

SAMPLES OF THE ORGANIZATIONAL LOGO COASTERS ARE BELOW:

