



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
GUS HARRISON / PARR HIGHWAY CORRECTIONAL FACILITIES

RICHARD M. McKEON
DIRECTOR

Procedure to set up an eyeglass account with Michigan State Industries (MSI)

The contact person to set up your account is Robin Stinson: (STINSORL@michigan.gov)

Michigan State Industries
5656 S. Cedar Street
Lansing, Michigan. 48609
Phone: (517) 241-5646 Fax: (517) 373-6697

- You will need to send a copy of your 501 (c) 3 tax exempt form.
- On company letterhead we will need the following:
 - A note stating your intentions of purchasing glasses from MSI.
 - A dollar amount to cover what you anticipate on spending in a fiscal year. (This is not binding).
 - If you would like to use a purchase order number, please list it on your request.
- Send a copy of these to Robin Stinson and she will assign a MSI order number to your company.
 - After this is complete all eye glass orders will be sent to:

QUESTIONS OR CONCERNS PLEASE CONTACT:

MSI Optical Lab
2727 E. Beecher Street
Adrian, Michigan. 49221
Ph. (517) 265-3900 EX.3307 Fax (517) 265-7080

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