



# MICHIGAN STATE INDUSTRIES

## NON-STATE AGENCY ORDER FORM

NON-PROFIT ORGANIZATIONS PLEASE ATTACH COPY OF 501(c) 3  
ATTACH COPY OF COMPANY LETTERHEAD

BILL TO: COMPANY NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ **MUST BE SIGNED**

PRINT NAME: \_\_\_\_\_

### METHOD OF PAYMENT

INVOICE

CREDIT CARD

ORDER VERIFICATION E-MAIL ADDRESS: \_\_\_\_\_

STATEMENT E-MAIL ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

INVOICE E-MAIL ADDRESS: \_\_\_\_\_

★ **SHIP TO (IF DIFFERENT FROM BILL TO)**

ITEMS WILL NOT BE SHIPPED TO PRIVATE RESIDENCE

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

**EMAIL ORDERS TO: [MSI\\_Order\\_Entry@michigan.gov](mailto:MSI_Order_Entry@michigan.gov)**

**FAX ORDERS TO: (517) 335-2059**

**Questions? Contact MSI Sales Dept. at (517) 335-3771**

LINE	ITEM #	DESCRIPTION	QTY	PRICE	TOTAL
<b>GRAND TOTAL:</b>					

ADDITIONAL REQUIREMENTS:

**Shipping Information:** MSI provides **FREE DELIVERY** when the delivery meets the following criteria: Order totals more than \$100, delivery is within the State of Michigan, delivery is via MDOC fleet trucks, delivery is drop shipped to a loading dock or secured area within 50 feet of the delivery entrance of the customer's "Ship To" address. For additional assistance contact MSI Sales Dept. at 517-335-3771. Orders shipped Out-Of-State will be assessed shipping charges via a common carrier. **PLEASE NOTE:** Orders less than \$100 will be charged a \$10.00 freight fee and added to the invoice.

**Visit MSI at: [www.michigan.gov/msi](http://www.michigan.gov/msi)**

*Office Use Only / Credit Card Approved*

**SALES REPRESENTATIVE**

(Form CAO-980)