



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

COMPANY/PERSONAL CHECK

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

FAX ORDERS TO: (517) 335-2059

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

LINE	ITEM #	DESCRIPTION	QTY	PRICE	TOTAL
GRAND TOTAL:					

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

Mail Checks To:
Michigan State Industries, GVP 5th Floor
206 E. Michigan Ave.
Lansing, MI. 48933

SALES REPRESENTATIVE

(Form CAO-980)