



STATE OF MICHIGAN

RICK SNYDER
GOVERNOR

MICHIGAN STATE INDUSTRIES OPTICAL LAB
OFFICE OF EMPLOYMENT READINESS

Daniel H. Heyns
DIRECTOR

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

Please contact Margret Leisinger, MSI Supervisor (leisingerm@michigan.gov) or Phone: (517) 373-8204.

Michigan State Industries
P.O. Box 30723
Lansing, Michigan. 48909
Phone: (517) 335-3771 Fax: (517) 373-1853

- Please fax 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 to Margret Leisinger for assignment of MSI Order Number.
- After company set-up is complete all eye glass orders will be sent to:

MSI Optical Lab
2727 E. Beecher St.
Adrian, MI 49221

QUESTIONS OR CONCERNS PLEASE CONTACT:

Ph. (517) 265-3900 EX.2653310 or 2653307
Fax (517) 265-7080

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