



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF CORRECTIONS  
MICHIGAN STATE INDUSTRIES

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:

Michigan State Industries  
Email: MSI\_Order\_Entry@michigan.gov  
(or) Fax: (517) 335-2059  
MSI Sales Phone: (517) 335-3771

**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.  
Screen Charge \$40.00: (New Screen Set-ups Only)  
Price \$4.00 per set – 4 coasters per set.  
**(Note: Price update effective 6/5/23)**
3. Include your tax ID number for billing purposes.
4. Print and Sign your letter.
5. Include Email address.

**1 of 1**

Michigan State Industries  
206 E. Michigan Ave., • LANSING, MICHIGAN 48933  
www.michigan.gov/msi

**STEP #2**

Send the artwork to:

Ted Pawson - MSI Plant Manager

Michigan State Industries License Plate Factory 2727 East Beecher Street, Adrian, MI 49221-3506

Phone (517) 265-3900 Ext. 2652630

**SEND ARTWORK TO: Ted Pawson at [pawson1@michigan.gov](mailto:pawson1@michigan.gov)**

If you have any questions or need any help, please feel free to contact

Ted Pawson at (517) 265-3900 Ext. 2652630 or Joe Downard (517) 265-3900 Ext. 2652637

Thank You.

**SAMPLES OF THE ORGANIZATIONAL LOGO COASTERS ARE BELOW:**

