




# 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:** \_\_\_\_\_

**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)**

**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)**

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

**SALES REPRESENTATIVE**

(Form CAO-980)