

MI - MAEOPP

The Michigan Chapter of the Mid-America Association of Educational Opportunity Program Personnel

McNair Pins Order Form

Federal ID#391 31 5015

PO# _____

Name of Person Ordering Pins _____

Institution _____

Address _____

City _____ State _____ Zip _____

Telephone# _____ Fax# _____

E-Mail Address _____



Approximate pin appearance:

TM

Number of Pins Ordered _____	@ \$3.50 each = \$ _____
Postage & Handling Charge*	= \$ <u>6.20</u>
Purchase Order Fee Add \$2.00**	= \$ _____
Total Amount Due	= \$ _____

Please make check payable to: **MI-MAEOPP**

Send to: Nettavia D. Curry
McNair Program
209 Bessey Hall

phone: (517) 353-5210
fax: (517) 432-2962
e-mail: curry@pilot.msu.edu

Michigan State University
E. Lansing, MI 48824

* Explanation of Postage & Handling Fees

Priority Mail	\$3.00
Insurance	Up to 2.00
Handling Charges	1.00
Total	\$6.20

Handling Charges include typing mailing labels, processing order, packaging, and trip to the post office. Fax and phone expenses relatd to order.

** Explanation of Purchase Order Fees

Postage & Handling	\$6.20
P.O. Processing Fee	2.00
Total	\$8.20

Purchase Order Processing Fee includes handling of paper work related to shipping to Receiving and billing to Accounting. Also, accomodation of PO terms: Invoices in duplicate or triplicate.