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* = $________ 6.20
Purchase Order Fee Add $2.00** = $____________
Total Amount Due = $____________

Please make check payable to: MI-MAEOPPP

Send to: Nettavia D. Curry
McNair Program
209 Bessey Hall
phone: (517) 353-5210
Nettavia D. Curry
McNair Program
209 Bessey Hall
fax: (517) 432-2962
e-mail: curry@pilot.msu.edu

http://www.msu.edu/~Eoss/mcnair/PinOrder.htm (1 of 2) [8/7/2004 9:57:53 PM]
* Explanation of Postage & Handling Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Mail</td>
<td>$3.00</td>
</tr>
<tr>
<td>Insurance</td>
<td>Up to 2.00</td>
</tr>
<tr>
<td>Handling Charges</td>
<td>1.00</td>
</tr>
<tr>
<td>Total</td>
<td>$6.20</td>
</tr>
</tbody>
</table>

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

** Explanation of Purchase Order Fees

<table>
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<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postage &amp; Handling</td>
<td>$6.20</td>
</tr>
<tr>
<td>P.O. Processing Fee</td>
<td>2.00</td>
</tr>
<tr>
<td>Total</td>
<td>$8.20</td>
</tr>
</tbody>
</table>

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