

# MICHIGAN EDUCATION DIRECTORY • 2012 ORDER FORM

**Mail form to: P.O. Box 15223 • Lansing, MI 48901 • (517) 482-8467 • [www.michiganeducationdirectory.com](http://www.michiganeducationdirectory.com)**

**Or Fax Toll Free to (866) 699-0976 (Fax or call for expedited order processing)**

NAME \_\_\_\_\_ PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

ORGANIZATION/DEPT. \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**2012 MICHIGAN EDUCATION DIRECTORY**  
*Available by November 2011*

- \_\_\_\_\_ 1–3 copies of 2012 Michigan Education Directory @ \$25.00 each .....\$ \_\_\_\_\_
- \_\_\_\_\_ 4–20 copies of 2012 Michigan Education Directory @ \$23.50 each .....\$ \_\_\_\_\_
- \_\_\_\_\_ 21 or more copies of 2012 Michigan Education Directory @ \$22.00 each .....\$ \_\_\_\_\_

**SCHOOL DISTRICT WALL MAP 24"x32"**

- \_\_\_\_\_ copies black and white @ \$20 each .....\$ \_\_\_\_\_
- \_\_\_\_\_ copies black and white laminated @ \$40 each .....\$ \_\_\_\_\_

**MAILING LABELS**

*Labels are personalized and printed in zip code order on pressure-sensitive stock*

- \_\_\_\_\_ set(s) public K-12 SCHOOL DISTRICTS—addressed to superintendent @ \$50 for 522 labels.....\$ \_\_\_\_\_
- \_\_\_\_\_ set(s) public HIGH SCHOOLS—addressed to principal @ \$60 for 612 labels .....\$ \_\_\_\_\_
- \_\_\_\_\_ set(s) public MIDDLE/JUNIOR HIGH SCHOOLS—addressed to principal @ \$50 for 522 labels .....\$ \_\_\_\_\_
- \_\_\_\_\_ set(s) public ELEMENTARY SCHOOLS—addressed to principal @ \$140 for 1676 labels .....\$ \_\_\_\_\_
- \_\_\_\_\_ set(s) public CHARTER SCHOOLS—addressed to principal @ \$35 for 275 labels .....\$ \_\_\_\_\_
- \_\_\_\_\_ set(s) NON-PUBLIC SCHOOLS (parochial and secular)—addressed to principal @ \$80 for 729 labels .....\$ \_\_\_\_\_
- \_\_\_\_\_ set(s) INTERMEDIATE SCHOOL DISTRICTS—addressed to superintendent @ \$15 for 57 labels .....\$ \_\_\_\_\_
- \_\_\_\_\_ set(s) COLLEGES—addressed to president @ \$20 for 98 labels .....\$ \_\_\_\_\_

**LABEL OPTIONS**

- \_\_\_\_\_ Combine the above ordered label sets into ONE label set (*no charge*)
- \_\_\_\_\_ Change the addressee line of each label in a set to the title of your choice (e.g. Maintenance Director). Change to: \_\_\_\_\_ @ \$5.00 per title .....\$ \_\_\_\_\_
- \_\_\_\_\_ Send the above ordered labels directly to my mailing firm: \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_, contact person: \_\_\_\_\_
- \_\_\_\_\_ Custom mailing labels for specific counties may be ordered at a rate of \$25.00 plus 10 cents per label. For a quote, call or fax a list of counties and indicate which of the above label sets are to be included, or call to discuss other custom sort possibilities. ....\$ \_\_\_\_\_

## PAYMENT

**1. SHIPPING/HANDLING** (check ALL that apply; NOTE: maps are shipped separately):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> \$3.75 — 1-2 directories (USPS BPM Mail)<br><input type="checkbox"/> \$5.75 — 3-12 directories (USPS BPM Mail)<br><input type="checkbox"/> \$9.75 — 13 or more directories (UPS Ground) | <p style="text-align: center;"><u>EXPEDITED SHIPPING</u></p> <input type="checkbox"/> \$5.75 — 1-2 directories (USPS Priority)<br><input type="checkbox"/> \$9.75 — 1-12 directories (UPS Ground) | <p style="text-align: center;"><u>LABEL ORDERS AND DISTRICT MAPS</u></p> <input type="checkbox"/> \$5.75 — ALL DISTRICT MAPS (USPS Priority)<br><input type="checkbox"/> \$9.75 — ALL LABEL ORDERS (UPS Ground) |
|--|---|---|

**SHIPPING/HANDLING TOTAL** \$ \_\_\_\_\_

**2. SUBTOTAL:** Add the prices for the above purchases and shipping and enter the amount .....**SUBTOTAL** \$ \_\_\_\_\_

**3. MICHIGAN SALES TAX:** Multiply the subtotal amount by 6% (schools/gov't are exempt).....**SALES TAX** \$ \_\_\_\_\_

**4. TOTAL** Add the subtotal and sales tax and enter the amount .....**TOTAL AMOUNT DUE** \$ \_\_\_\_\_

**5. PAYMENT METHOD:**

- Credit Card** \_\_\_ Visa \_\_\_ MC Card Billing address/zip \_\_\_\_\_  
Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_
- Check—Payable to Michigan Education Directory**
- Purchase Order—PO #:** \_\_\_\_\_

**ADVERTISING**

Please send me information about advertising in the 2013 Michigan Education Directory