

# Computer Order Form

**(Please read carefully to ensure proper processing)**

1. Enter your full name, address and MSU student ID number in the area below.
2. For each line on the order form
  - Enter the stock number (stk#) of the system, printer, software or accessories that you would like to order in the space below
  - Enter the Title/ description for each item selected
  - Enter the price of the item selected
3. Credit Card orders may be faxed to (517) 353-5364. All other orders may be mailed to :

**110 Computer Center, East Lansing, Michigan 48823-1042**

## Billing and Shipping Information

MSU Student ID # \_\_\_\_\_

MSU Affiliation:  Undergrad  Grad  Staff  Faculty

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/ State/ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

MSU Email Address: \_\_\_\_\_

## Shipping Method

Pick Up at 110 Computer Center

Dropship to off campus address (\$10 fee for software/ in-stock hardware)

## Payment Information

\$100 Deposit (Pick-Up orders only)

Payment in full

Cash, Personal Check, Cashiers Check or Money Order

Visa, MasterCard, Discover or American Express

## Credit Card Information

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

CID (Last three digits on back of card): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Item	Qty	Stock # (stk#)	Title/ Description	Price
1				
2				
3				
4				
5				
6				
7				
			\$10 Shipping fee for in stock software or hardware	
			Subtotal:	
			Michigan Sales Tax (6%)	
			Total	