

MnGeo School District Map Order Form

Please print a copy of this order form, fill out the requested information, including the number of copies desired for each school district, and then mail or fax (for purchase orders only) the form along with full payment to the Minnesota Geospatial Information Center, Attn: Data and Map Orders, 658 Cedar St., Room 300, St. Paul, MN 55155; fax 651-296-3698. Orders will be mailed at the first-class rate. Please allow five business days for delivery. Express mailing is extra (please call for details). Maps are generally 36" x 50" and are printed on #24 bond paper.

In order to keep the cost of the maps as low as possible, map orders must be prepaid, either by check or purchase order. The first map costs \$35. Each additional copy of the same map is \$15. A \$10 shipping fee is added per order. Lamination is available for an additional \$30 per map; please allow an extra five business days for delivery. Checks and purchase orders should be made payable to the Minnesota Geospatial Information Center. If you have tax exempt status please send a copy for our records, otherwise all sales taxes must be included in payment. If you have questions about the maps or this form, call John Hoshal at 651-201-2482 or e-mail clearing.house@state.mn.us. This map is distributed subject to MnGeo's distribution liability statement. **REMEMBER...** if you are Tax Exempt, please include a copy of your exempt status form. When paying with a purchase order, please include the PO Number. MnGeo does not accept credit cards.

Your Contact Information

Name _____

Organization _____

Address _____

City, State, ZIP _____

Phone _____

Email _____

Step 1: Please enter the District name and/or ID and number of copies required					
District Name	District # (if known)	First Paper Copy @ \$35	# of Additional Paper Copies	Sub-total \$ for Paper Copies @\$15 Each	Total \$ First Paper Map + Copies
		\$ 35.00		\$	\$
		\$ 35.00		\$	\$
		\$ 35.00		\$	\$
		\$ 35.00		\$	\$
Total Map Cost:					\$
Step 2: Optional - If you need the ABOVE maps laminated, please complete the following section!					
District Name	District # (if known)	# of Laminated Maps	Sub-total \$ for Lamination @\$30 Each	Total \$ For Lamination	
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
Total Lamination Cost:					\$
Shipping:					\$ 10.00
Sub-Total (Total Map Cost + Total Lamination Cost + Shipping):					\$
Based on Sub-total amount, please add State sales tax (6.875%): for maps shipped to Minnesota addresses					\$
If required, please add applicable Regional and/or Local City sales taxes for maps shipped to Minnesota addresses. To determine regional and local sales and use taxes, please use the Minnesota Dept. of Revenue's sales tax rate calculator: http://taxes.state.mn.us/taxcalc/pages/index.aspx					\$
Final Total:					\$
<i>PO Number (if paying by purchase order)</i>					