

MnGeo School District Map Order Form

Please print a copy of this order form, complete the requested information, including the number of copies desired for each school district, and mail or e-mail (for purchase orders only) the form along with full payment to the Minnesota Geospatial Information Office, Attn: GIS Services Supervisor, 658 Cedar St., Room 300, St. Paul, MN 55155. 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 these products 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 Office. If you have tax exempt status please send a copy for our records, otherwise all sales taxes must be included in your payment. If you have questions about the maps or this form call MnGeo's GIS Service Supervisor at 651-201-1193 or e-mail gisinfo.mngeo@state.mn.us. Maps are released 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.

Contact Information

Name	_____	Order Date	_____
Organization	_____		
Address	_____		
City, State, ZIP	_____		
Phone	_____		
E-mail	_____		

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:					\$ 0.00

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
			\$0.00	\$
			\$0.00	\$
			\$0.00	\$
			\$0.00	\$
Total Lamination Cost:				\$ 0.00
Shipping:				\$ 10.00
Sub-Total (Total Map Cost + Total Lamination Cost + Shipping):				\$ 10.00

Step 3. Based on Sub-total amount, please add State sales tax (6.875%): for maps shipped to Minnesota addresses \$

Step 4. Add applicable Regional and/or Local City sales taxes for maps shipped to Minnesota addresses \$ 0.00
 (To determine Minnesota state, regional and local sales taxes use the Minnesota Department of Revenue's sales tax rate calculator found at: <http://www.revenue.state.mn.us/businesses/sut/Pages/SalesTaxCalculator.aspx>)

Final Total: \$ 10.00

Step 5. Add PO Number (if paying by purchase order) PO #