

MICHIGAN DEPARTMENT OF CORRECTIONS

"Expecting Excellence Every Day"

MEMORANDUM

DATE: July 23, 2009

TO: All MSI Janitorial Product Customers

FROM: Cary Adragna, Sales Manager (via e-mail) *Cary Adragna*

SUBJECT: Janitorial Product Deliveries

As a result of the closure of the Scott Correctional Facility, the Michigan State Industries Janitorial Operations (located within the facility) is having to make adjustments. Please be advised delivery times may change from 3-5 days to 7-14 days. We certainly regret any inconvenience this may cause. However, we are working hard to deliver the same quality product to you as quickly as possible. Please call Michigan State Industries Customer Service Line 517-373-4277 if you have any questions.

cc: Bill Wilson
Mike Green
Tim Johnson
Jay Ketcik
Jeff Barrett
Scott Pelham