



MUST CARD ORDER PROCEDURE

Fill out the Card Order/Replacement form with the required information. Please update the participants information in the MUST database. The card will be issued with the member's Employee ID (ex. A00000000). You may mail your order to the MUST Office or fax to 248-352-9814.

Sample

CRAFT and LOCAL# (if applicable)

PARTICIPANT:

| | | | |
|------------------------------|------------|-----------|----------|
| Alpha Numeric Code or SS# | First Name | Last Name | |
| Street Address | City | State | Zip Code |

Card Order's will be submitted to the printer every Friday morning. After the card's are printed, the completed order will be mailed to the MUST Office on the following Monday for distribution. Your member's should receive their cards by the middle or end of the week.

NOTE: There will be a \$5.00 fee for any replacement cards issued, effective November 1, 2005. Please make money order payable to: MUST

811 N Main Ste 201 • Royal Oak, MI 48067 • (248) 352-9810 • (248) 352-9814
www.mustonline.org