

PAYING BY PURCHASE ORDER?

PLEASE USE THIS CHECKLIST TO ENSURE PROMPT DELIVERY:

The following information is required when submitting an order to TechnoKids Inc. If your School or District Purchase Order Form does not have all necessary information as listed below, please add it on the form or on a separate sheet.



USER Information

	<i>School Name:</i> The name of the school where the product will be used. If you are a school district, please see BILLING Information below.
	<i>Educator Name:</i> The name of the teacher that will be using the product.
	<i>Educator Email:</i> The email of the teacher that will be using the product.
	<i>School Address:</i> The street address where the product will be used is required. Do not submit a P. O. Box. Delivery cannot be made to a post office box.
	<i>Telephone</i> – Include the telephone number of the school where the product will be used.
	<i>Product Information</i> – List the product SKU or the Title and version of the project(s) you are ordering.

IMPORTANT:

Your delivery will arrive 3-5 business days after your order is processed. **A signature is required upon delivery.** If school holidays are upcoming and the school will be closed with no office staff available, include an alternate shipping address such as teacher's home address.

For your convenience, TechnoKids can HOLD your shipment until a preferred date – please specify this date on your purchase order.



BILLING Information: Only required if different from User Information

	<i>Billing Location Name:</i> If the purchase order is from a school district, confirm that the name of the school that will be using the curriculum is listed. A TechnoKids' curriculum site license grants use to a site such as a particular school or learning center, NOT a school district consisting of multiple schools.
	<i>Address / Department of Billing Location:</i> where the Invoice is to be sent.
	<i>Billing Telephone:</i> Required for our records.
	<i>Billing Contact:</i> The name and email address of the person where the invoice is to be sent.



SHIPPING Information: Only required if different from User Information

	<i>Shipping Location:</i> Include the name address of the location where you want the product shipped.
	<i>Shipping Telephone:</i> Required by our courier for delivery questions.
	<i>Shipping Contact:</i> The name and email address of the person receiving the shipment.

Send completed purchase order:

	Email to order@technokids.com
	Fax to 1-905-631-9113
	Mail to TechnoKids Inc., 2097 Bates Common, Burlington, ON, CANADA L7R 0A5