



Purchase Order Instructions

Purchase orders from your organization or institution can be drafted and e-mailed to Mylemarks@gmail.com with the words "Purchase Order" included in the subject.

POs should include a line item of resources your organization is looking to purchase. Upon receipt of the PO, an account will be created for your organization. You will be e-mailed the resources within 1-2 days. They will be included in a compressed folder, which will require a decompressing program such as WinZip to access.

Along with the resources will be an invoice which will include a due date for payment. Payment will be due within 14 days from date on invoice.

Payment can be made with a check or money order. This should be made out to Mylemarks LLC and can be mailed to address included in the invoice. Payment can be made via PayPal and sent to mylemarks@gmail.com.

Be aware that Purchase Orders are legally binding contracts and once sent and received, payment for resources will be expected.