



PURCHASE ORDER INSTRUCTIONS

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

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 you will receive an invoice which will include a due date for payment. Payment options will be included on the invoice form. Payment will be due within 30 days from date on invoice.

Payment can be made with a check, money order, PayPal, or credit card.

Be aware that Purchase Orders are legally binding contracts, and once order has been fulfilled, payment for resources will be required within 30 days.