



PURCHASE ORDER INSTRUCTIONS

Official purchase orders from your organization or institution can be 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. Depending on the size of the order, resources may be received sooner.

Your resources will be sent as an attachment in a compressed .zip folder which will require a decompressing program such as WinZip to access.

Along with the resources, you will receive a line-item invoice which will include your total amount due. Payment will be due within 30 days from the date on the invoice. Payment options include check, money order, PayPal, or credit card. Instructions will be provided on the last page of the invoice.

****We do offer a 10% discount for orders of \$100 or more which we will apply to your account if applicable. You are welcome to include the discount on the invoice if it applies.**

****If resources are to be shared within multiple members within your organization, then the purchase of an Organizational License will be required. You can read more about our licensing options [here](#).**

We look forward to your business and providing you the resources as soon as possible! If there are any questions regarding submitting a purchase order, please contact us at hello@mylemarks.com.

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