



Purchase Orders from Educational Science

Educational Science is pleased to provide open credit accounts to schools, universities, institutions, and educational non-profit organizations. **Apply for an online account** with our simple form _____. We do not accept Purchase orders for orders under \$100.00. All orders under \$100.00 must be pre-paid with check or credit card. Once you have established a line of credit with Educational Science you are welcome to continue sending your purchase orders via fax or email provided your account is current and there are no past due invoices. We do not extend credit to businesses or re-sellers.

Applying for Credit

Apply for an online account with our simple form.

If your institution qualifies for a net-30 credit account, fax or email your authorized (must be signed) school purchase order to Educational Science at 281-557-4340. Many teachers include a print-out of their online shopping cart incomplete unpaid orders and attached to the approved school purchase order, which helps ensure accuracy when entering the order. We process orders within 1-3 business days, and an invoice will be emailed to you organization (Net-30 terms apply.) If we have any questions, we will contact you.

Online Option

We are pleased to now offer Online Purchase Order accounts to our customers. Online purchase order entry is fast, easy, and provides tracking and invoice information quickly and easily.

If your qualifying organization plans to place multiple orders with us throughout the year and would like to place your orders online (rather than faxing or emailing), please complete the Online Purchase Order Application and return via fax or email. Our Customer Representative will contact you with your account information within 1-2 business days, at which point you will be able to access your online account and enter online at your convenience.

If you have any questions or concerns, call us toll free at 800-832-3596 or email educationalscience@msn.com. We would be delighted to assist you!

Fax: 281-557-4340

Email: educationalscience@msn.com

Purchase Order Process and Requirements

We only accept Purchase orders from U.S. GOVERNMENT and U.S. EDUCATIONAL INSTITUTIONS, and EDUCATIONAL CONCERNS. Payment is DUE NET-30 from the RECEIPT OF FAXED or EMAILED INVOICE WHICH WILL INCLUDE THE SHIPMENT TRACKING NUMBER (ACCOUNTS PAYABLE EMAIL AND FAX NUMBER REQUIRED). WE ARE REGISTERED BUSINESS WITH THE STATE OF TEXAS. OUR W9 Can be downloaded from our website.

- 1) Create a SHOPPING CART online with the calculated shipping. If you are not sure of the shipping, call us for the quote.
- 2) Print out the SHOPPING CART
- 3) Provide a Purchase Order (PO) with your business information, Purchasing agent and Accounts payable email address, phone and fax numbers.

- Your PO must include an Email address, phone and fax numbers to the Accounts Payable department along with an email address, telephone number and contact Name for the accounts payable clerk responsible for paying the PO. **CREDIT REFERENCES--** You must provide 3 recent Payees + their contact information and telephone number. Please note, we will not process your order until you provide this information

4) Fax your PO and a copy of the Educational Science SHOPPING CART to 281-557-4340

5) Fill out our Credit Application and fax back with the PO.

5) Purchase orders will be denied if they do not include an accounts payable email address, phone and fax number.

IMPORTANT! PAYMENT TERMS AND DEADLINES

All Terms and Conditions on your Purchase Order are null and void and you agreed to the Terms and Conditions Below

TERMS AND CONDITIONS

Payment is due net-30 days upon receipt of emailed or faxed invoice. Tracking information will be included on your invoice).

LATE FEES

If payment is not RECEIVED within 30 calendar days of the faxed invoice, a late fee of 5% will be added to the entire cost of the invoice (including shipping) beginning on the 11th day. Please Note - PAYMENT MUST BE RECEIVED BY EDUCATIONAL SCIENCE BY THE 30TH DAY, not mailed by the 30th day.

An additional 5% will be added to the entire balance (including late fee) for every 10 days after.

COLLECTIONS

We are serious about collections and will follow through. After 30 days without payment, you will be turned over to a collection agency who is authorized to immediately report non-payment to all the credit reporting agencies. You will be fully responsible for paying the original invoice amount, plus all penalties which will accrue through final collection, plus all collection fees.

YOUR RESPONSIBILITY

Please be aware that it is your responsibility to abide by these reasonable timelines. It is also your responsibility to pay the late fees even if we receive your payment for the original invoice amount after the 10th day. If your check is received after the 10th day and does not include late fees but is past due, we will send you an additional invoice for the late fees. Our collection procedure applies to the late fees as well.

If you feel your department cannot process payment within the Terms and Conditions above, then do not place the Purchase Order with us. Please pre-pay with check or with a credit card)

Educational Science Credit Application

Authorized signature confirms agreement to payment terms below.

Authorized signature: _____ Date: _____