



## Paying with a Purchase Order

Starfish Education is happy to accept Purchase Orders for schools and organizations for purchases totaling a minimum of \$100.

Here's How to Do It:

Prepare a purchase order. Be sure that it includes the following information:

- Name of School or Organization
- Address of School or Organization
- Name of Purchasing Employee
- Purchasing Employee's Email Address
- List of Products Being Ordered

The Vendor information for your Purchase Order is:

Starfish Education  
PO Box 2643  
Woodinville, WA 98072  
425.998.8884

Email your Purchase Order to [Lane@StarfishEducation.com](mailto:Lane@StarfishEducation.com)

I can usually process Purchase Orders the same day, but ask for 24 hours from receipt due to time zone differences. All products are PDF downloads, so you will receive the invoice immediately following the download links.

Please make checks payable to Starfish Education.

Thank you for your business! If you have questions, would like to request a custom product, curriculum or workshop please contact me.



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