



## Paying with a Purchase Order

Starfish Education is happy to accept Purchase Orders for schools and organizations for purchases totaling a minimum of \$150.

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 week. Most products are PDF downloads, so you will receive the invoice immediately following the download links. For physical products, a copy of the invoice will be sent with your product.

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 us.



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