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## PURCHASE ORDER INFORMATION

If you would like to purchase ParentNet materials with a Purchase Order number issued by your school or organization, the following steps outline the procedure.

1. Send an email to [info@parentinvolvementmatters.org](mailto:info@parentinvolvementmatters.org) with the complete list of the materials/quantities you wish to order. Please include your name and phone number in case we need to contact you. We will email you back with the total cost of your order, including tax and handling/shipping charges.
2. Arrange to have a Purchase Order sent or \*emailed to us. The details of our organization follow:

Contact: Marilyn Price-Mitchell

National ParentNet Association (Federal Tax ID: 91-2068909)

P. O. Box 11609

Bainbridge Island, WA 98110

Fax: 206-855-4667; Phone: 206-855-4666

\* If you wish to speed up your order, you can email your Purchase Order to us by attaching it in PDF format to an email.

3. When we receive your Purchase Order, we will ship your order and bill your school or organization. Most invoices are due and payable within 30 days. However, because we print some of our products to order, we may require payment on large quantities before printing. We will inform you if this is required.

Please do not hesitate to contact us with any additional questions. We are happy to discuss your order by phone but request that you email first to set up a time to talk.