

How to Submit a Purchase Order:

How do I submit a purchase order?

Schools can order using a purchase order in just a few simple steps:

Step 1: Send me your purchase order.

Email your official purchase order to lindsaythelifetimelearner@gmail.com.

Please include the following information in your email:

1. Links to the products you'd like to order (include grade level and resource names if possible)
2. How many licenses you require of each product
3. The contact person's first name, last name, and phone number
4. The billing address for your school
5. The email address you'd like tied to the account (so I can set up your login to access your purchases)
6. ***Make sure to include your school's tax-exempt information.***

Please note: I do not accept purchase orders via fax or phone. Email is the only method available.

Step 2: I will create an invoice

Once I receive your purchase order, I'll create an invoice and email it back to you for your school's records.

Step 3: Access your resources

The invoice will provide you with log-in instructions to your account on the website so you can instantly access your resources digitally.

You'll be able to log in anytime to:

- Download your purchased resources
- Access all future updates at no extra cost
- Re-download resources as many times as needed

Step 4: Payment

Your school can pay the invoice by mailing a check to:

THE LIFETIME LEARNER, INC
2144 WATER MARSH TRL
FUQUAY VARINA NC 27526-4699



**FIND MY W-9
FORM [HERE](#).**

Payment is due within 60 days of the invoice date. Please include invoice number on check. Submitting a purchase order confirms your school's agreement to these terms.

What Happens After I Receive Your Purchase Order?

- Your **user account** will be created on my website.
- You'll receive login details to access your account via email.
- From there, you'll be able to download your digital resources instantly.
- An invoice will be sent to you and payment will need to be sent via check within 60 days of the invoice date.

Your account will always give you access to:

- Unlimited downloads (in case you need the files again).
- All future updates to the resources at no additional cost.

Questions?

Email me at lindsaythelifetimelearner@gmail.com.

