How to make an educational purchase order in the US

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Guide Contents

Do you qualify to place a purchase order?

Placing a purchase order with Adafruit is easy as pi! (Actually it's much easier than mathematical constants). To begin, ask yourself these questions to see if you qualify to place a purchase order with Adafruit:

1. Am I an educational institution?
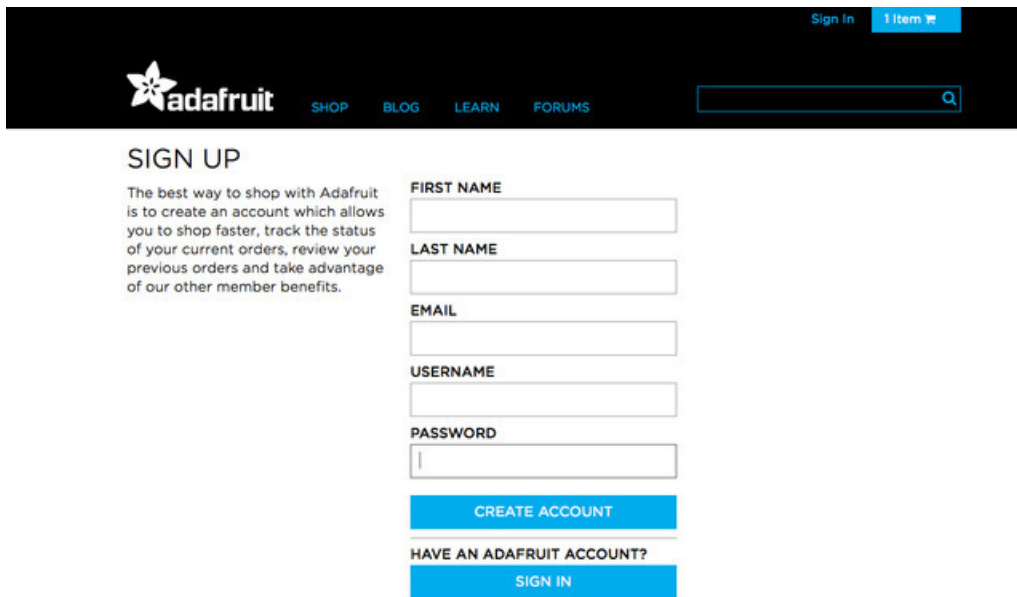2. Is my order $200 or more?
3. Is my institution located in the US?

If you answered "Yes" to all of the above questions, congratulations! You can choose purchase order as your payment method!
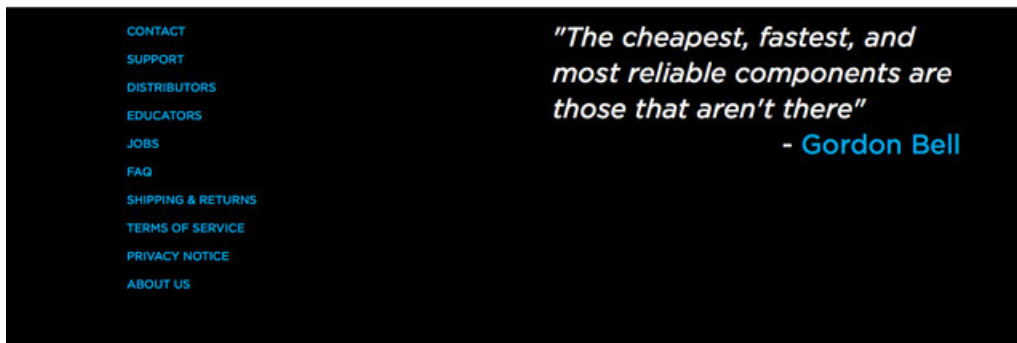
Our payment terms are Net 30

Creating a quote

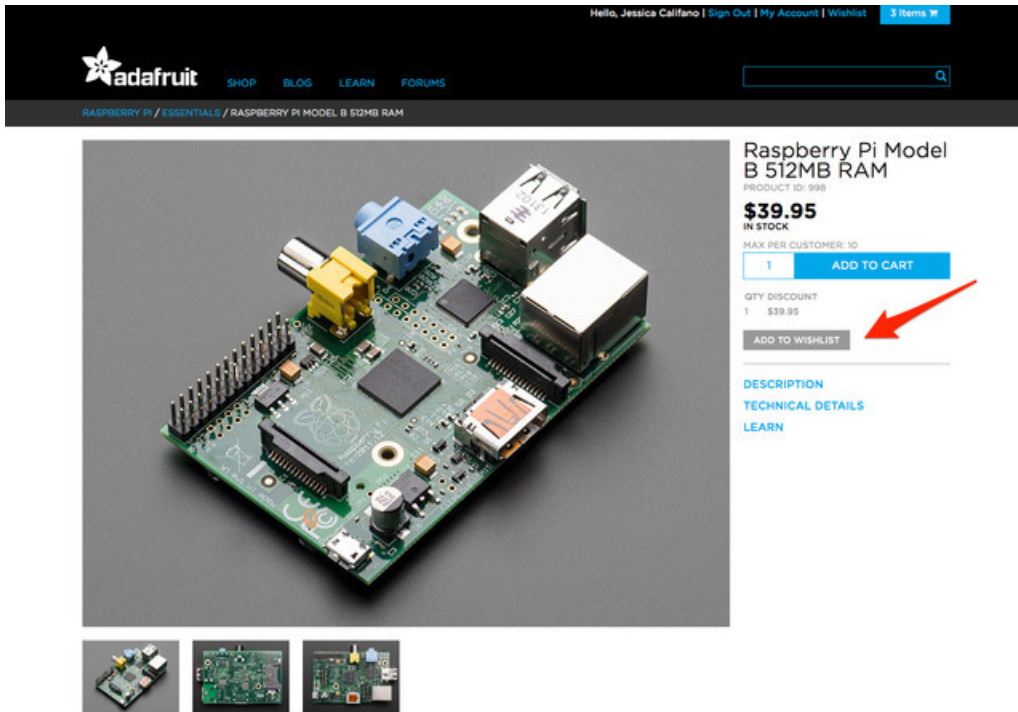If you would like to create an order or a quote, please create an account at Adafruit.com.

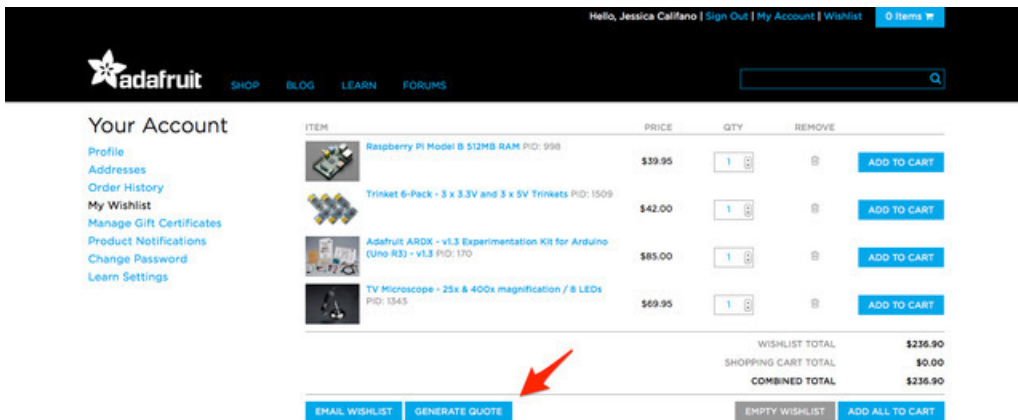Go here to sign up: https://accounts.adafruit.com/users/sign_up (https://adafru.it/dAQ)

Once you have signed up for an Adafruit account you will be able to generate a quote. The best way to generate a quote is using the Wishlist tool. To add items to your Wishlist go to the product page and click the "Add to Wishlist" button (not shopping cart).

After adding all the items that you need to your wishlist you can generate a quote by clicking the "Wishlist" button in the top right corner of your screen. Then, simply click the "Generate Quote" button and you will be able to choose an address and a shipping method for your order.

You will then have a nice looking quote to do what you wish with!

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150 VARICK ST #3, NEW YORK, NY 10013

FOR SUPPORT: http://www.adafruit.com/support

--- Quote Only ---

SHIP TO

Jessica Califano

SOLD TO

Jessica Califano

PRODUCTS	INFO	PRICE	TOTAL
(1) Raspberry Pi Model B 512MB RAM	PID: 998 SID:	$39.95	$39.95
(1) Trinket 6-Pack - 3 x 3.3V and 3 x 5V Trinkets	PID: 1509 SID:	$42.00	$42.00
(1) Adafruit ARDX - v1.3 Experimentation Kit for Arduino (Uno R3)	v1.3 PID: 170 SID:	$85.00	$85.00
(1) TV Microscope - 25x & 400x magnification / 8 LEDs	PID: 1345 SID:	$69.95	$69.95

Sub-Total:		$236.90
Tax:		$21.02
United Parcel Service (1 pkg x 2.50 lbs total) (UPS GROUND *(recommended)*) **Shipping:**		$0.00
Total:		**$257.92**

Placing your purchase order online

When your institution is ready to place your purchase order, you can then select the option in My Wishlist to "Add All Items to Cart".

Choose "purchase order" as your payment method and select "check" underneath that.

You can select Purchase Order as the payment method in the final stage and enter the Purchase Order Number to associate with the order.

Send us a hard copy

After you have placed your order online, don't forget to send a PDF version of the hard copy of your institution's purchase order on your institution's letterhead to support@adafruit.com (we also accept faxes to: 917-210-3397).

Please make sure the hard copy has an itemized list of the products in your order and that the totals match up as well. Please mention your Adafruit Order number when you send the hard copy so that we can quickly link your Adafruit and Purchase Orders together for processing and shipping.

Our payment terms are Net 30 and our billing team will contact you once your order has shipped.

That's it! If you need any more information such as a w-9 or our tax ID please email support@adafruit.com and we will assist you right away!