



# Purchase Order Form

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Phone: 800-548-3284 • Fax: 866-522-0470  
[purchaseorders@insectlore.com](mailto:purchaseorders@insectlore.com)

Required Fields

Date	
PO Number	

**BILL TO:** (Required)

School: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 A/P Email: \_\_\_\_\_

**SHIP TO:** (If Different)

School: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: State/Zip: \_\_\_\_\_  
 Phone: Fax: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

Shipping Method	Ship Date (Date your item(s) will ship from our warehouse)

Some of our kits contain live caterpillars and some contain vouchers, which you must redeem online to receive your live caterpillars later. Please double check your order to ensure you have ordered the correct items.

Item #	Description	Quantity	Unit Price	Total

Email Recipient for Digital Vouchers (if applicable): \_\_\_\_\_

**ALL ITEM NUMBERS/SKUs ARE FOUND ON OUR PRODUCT PAGES.**  
If you are purchasing digital vouchers, please include the recipient's email address.

**NOTE:** Due to the high volume of orders during our Spring season (March-May), processing may take an extra 1 to 2 business days.

**Shipping Notes:**

**Regular** - \$8.95  
excluding tax and/or promotions (*may include Saturday delivery*)

*If you choose expedited shipping:*

**2-Day** - Please allow 1 business day for shipping cost quote  
(*2 business days - no weekend deliveries*)

**Overnight** - Please allow 1 business day for shipping cost quote  
(*1 business day - no weekend deliveries*)

Please include a copy of your Tax Exemption Certificate if applicable.

Be sure to fill out our survey on the second page to be entered to win a FREE school kit!

<b>Total:</b>	
<b>Promo Code:</b>	
<b>Shipping (USPS):</b>	<b>\$8.95</b>
<b>Sales Tax:</b> (Varies by location)	
<b>Grand Total:</b>	

SUBMITTED BY \_\_\_\_\_

BILLING APPROVAL (PAYMENT TERMS: NET 30 DAYS) \_\_\_\_\_

SCHOOL OR COMPANY NAME \_\_\_\_\_

Sign up to learn about exciting Insect Lore sales, promotions, new products and our popular educational newsletter, **The Pollinator!**

Email: \_\_\_\_\_