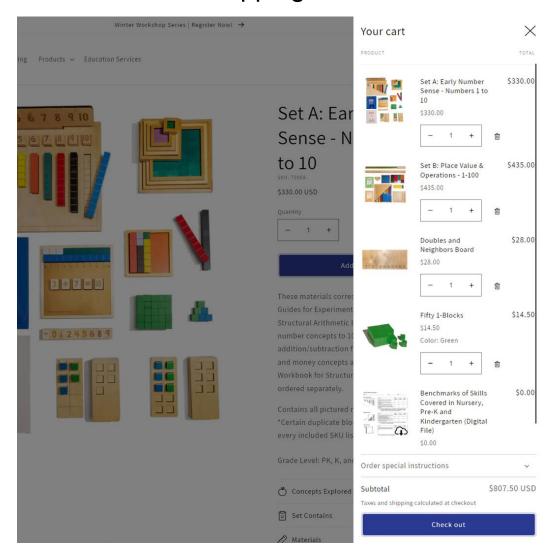
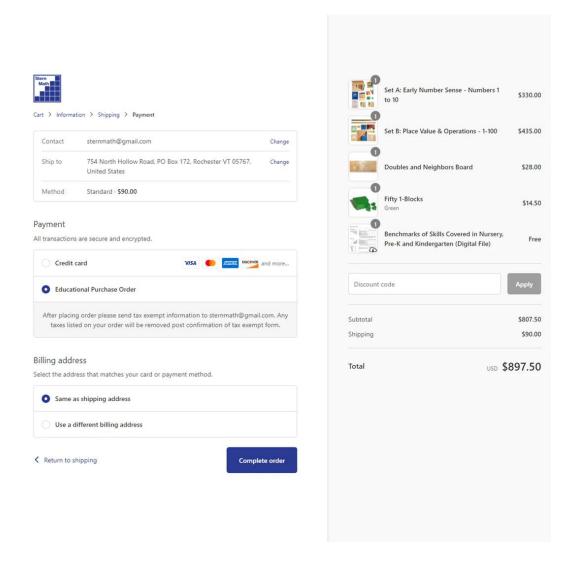
How to place a purchase order

Stern Math https://sternmath.com/

1. Build an online shopping cart

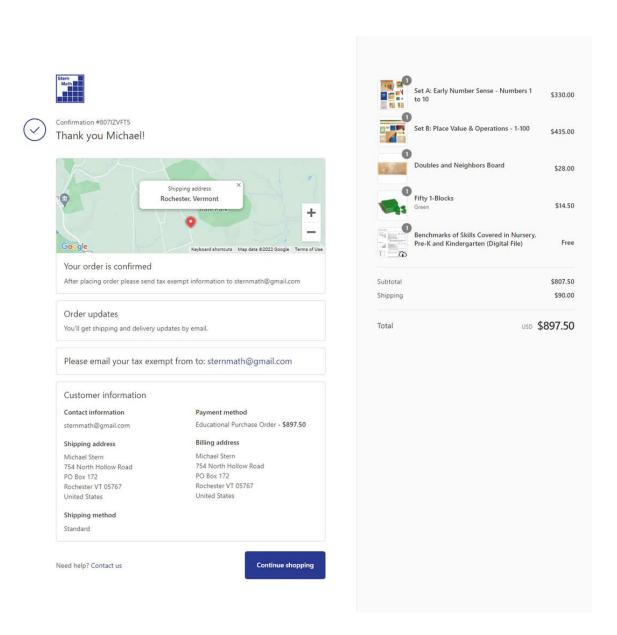


2.On checkout, choose "Educational Purchase Order" for the payment method.



3. You will be prompted during checkout to submit your tax-exempt form by email.

- If you are using an email you have already used to purchase something from stern math, you will not have to resubmit your tax-exempt form
- If you need a w9 for your system, one will be available for download during checkout



4. Your order will be fulfilled!

**Note: Orders over \$1,500 require a longer lead time than our standard 2 weeks

5. Submit Payment

Standard net 30 terms will apply, pay by wire transfer or check

Checks are mailable to:

Stern Math 754 North Hollow Rd PO BOX 172 Rochester VT 05767

If you would like to set up a wire transfer, reach out to coordinate payment

Done!

If you run into any problems, please reach out and let us know! <u>sternmath@gmail.com</u>