

# HOMESCHOOL BUYERS CLUB

## Order Placement Instructions for Purchase Orders

1. In order to purchase from the Homeschool Buyers Club, the end user (i.e. the family using the product) must be a member of the Homeschool Buyers Club. **This is a requirement imposed by our suppliers** as a condition for the discounts they make available through the Club. In addition, many of the products the family may want, especially online ones, must be associated with a Club account in order to be accessed. Families can join for **FREE** on our home page: <http://www.homeschoolbuyersclub.com>

**NOTE:** We have a **strict privacy policy** that guarantees we will not share our members' information with third parties without their permission.

2. Purchase orders should contain products and quantities available from one product page only (i.e. We cannot accept a PO that lists both Explode the Code Online and Wordly Wise i3000 nor can we accept POs with products from the same supplier but listed on separate product pages). Please review product page for limitations on quantity that can be ordered at one time.
3. The purchase order should include the following information:
  - ✓ **Product Name** as well as any applicable information you see requested on the product page.
  - ✓ **Product Price** - Please see the product page on our website.
  - ✓ **Email Address** associated with the end user's account. We cannot fill a purchase order without it.
  - ✓ **PO Handling Fee of \$5.00** should be added to each PO.

**NOTE: POs missing any of the above information will result in a processing delay**

4. POs may be submitted via email to [charterschools@homeschoolbuyersclub.com](mailto:charterschools@homeschoolbuyersclub.com) or by fax to 561-516-7109.

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5. **Please allow 5-7 business days from the day we receive the PO from the school for us to process the order.** NOTE: Many of our offers have expiration dates. Please check the product page and place your PO five business days prior to the product's expiration date.
6. **Questions may be submitted to** [charterschools@homeschoolbuyersclub.com](mailto:charterschools@homeschoolbuyersclub.com)

## What Happens After the Order is Placed?

1. Once the order is placed, the charter school family will receive an order confirmation email and see the order listed in their Club account.
2. The order will be fulfilled per the Fulfillment terms which can be found on the product page under the FULFILLMENT dropdown.
3. The family should check these Fulfillment terms to see how to expect to receive their product.
4. **Questions may be submitted to** [charterschools@homeschoolbuyersclub.com](mailto:charterschools@homeschoolbuyersclub.com)

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