

**TeachUcomp, Inc.**  
**Purchase Order Instructions**

Thank you for your interest in our products. In order to process your request for an extension of credit based on your organization's purchase order, please complete the following instructions.

Please note that at this time, we are only able to accept purchase orders from U.S. companies.

**Your purchase order *must* contain the following:**

- ✓ Itemized list of items to be ordered, with SKUs & sale prices
- ✓ Shipping fee. (See attached quote or contact us for one)
- ✓ Credit Application/PO Processing fee \$25 (note: this fee is waived on orders placed by credit card)
- ✓ TeachUcomp, Inc. acceptable terms are Net: 30 only
- ✓ Signature of individual authorized to approve purchase

**Please fax the following to 517-333-2958:**

- ✓ Completed purchase order
- ✓ Your contact information
- ✓ Any vendor forms your organization may require
- ✓ Sales tax exempt form (Michigan organizations only)

Upon receipt of your purchase order, we will contact you within one business day with our credit decision. If approved, TeachUcomp, Inc. will do the following:

- ✓ Ship your product(s) to the specified address via USPS Priority Mail with signature confirmation
- ✓ Ship a copy of the purchase order, invoice, W9 and any completed, required forms from your organization to Accounts Payable

**Vendor Information:**

TeachUcomp, Inc.  
1650 Kendale Blvd.  
Suite 115  
East Lansing MI 48823  
Federal ID: 38-3589239  
P: 877-925-8080  
F: 517-333-2958  
[info@teachucomp.com](mailto:info@teachucomp.com)  
[www.teachucomp.com](http://www.teachucomp.com)

If you have questions, or need assistance in completing your purchase order, please feel free to contact us toll-free at 877-925-8080 (M-F 9-5 Eastern).