

# How To Order From the Homeschool Buyers Co-op

## \*\*\*\*\* Customer Instructions \*\*\*\*\*

1. In order to purchase from the Homeschool Buyers Co-op, **YOU MUST BE A MEMBER OF THE HOMESCHOOL BUYERS CO-OP!** This is a requirement imposed by our suppliers as a condition for the deep discounts they offer our members. In addition, many of the products you may want, especially online ones, must be associated with a Co-op account in order to be accessed. Please **join the Co-op NOW** in the right margin of the page we created for your school OR on our home page at:

<http://www.homeschoolbuyersco-op.org>

**NOTE:** Membership is **FREE** and we have a strict privacy policy that guarantees we will not share your information with third parties without your permission.

2. Review the offer page for the product you want, and make sure you understand and agree to the Terms & Conditions for the offer.
3. Ask your Education Specialist to put in a request with your school for a **Purchase Order**. Give him or her the following information:

**Product Name**, as shown on our page for your school.

**Product Price**. For Group Buys where the final price is not yet known, please submit your PO for the **CURRENT** price, even if that price may go lower. We will only invoice your school for the **FINAL** group price, so you will not be overcharged. NOTE: You can get the current price on the offer page for the product you want.

**Product Part #**. [Click here](#) to get a list of product names and part numbers.

**IMPORTANT:** The **Email Address** associated with your Co-op account. We cannot fill your order if we you don't have an account with the Co-op.

4. Please make sure your ES adds our **PO Handling Fee of \$5.00** to the PO.
5. When your school issues us the PO, a Co-op staffer will fulfill the order, and you'll be notified by email. **Please allow 3-5 business days for the entire process.**

**THANKS!**