

# How To Order From the Homeschool Buyers Co-op

## \*\*\*\*\* Instructions for the School \*\*\*\*\*

1. In order to purchase from the Homeschool Buyers Co-op, the end user 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 make available through the Co-op. In addition, many of the products they may want, especially online ones, must be associated with a Co-op account in order to be accessed. They can join for **FREE** on our home page:

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

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

2. Your Purchase Order should include 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 the end user's account. We cannot fill a Purchase Order with it. If you submit a Purchase Order without it, we will contact the submitter to request it.

Note: Our instructions to the end user requests that they give you this information.

3. Please make sure you add our **PO Handling Fee of \$5.00** to the PO. Processing PO's entails considerably more effort than credit card orders.
4. **Please allow 3-5 business days for us to fill the order.**

**THANKS!**