



# Purchase Order Form

132 S. Beech Ave. • PO Box 1535 • Shafter, CA 93263  
 Phone: 800-548-3284 • Fax: 661-746-0334  
 purchaseorders@insectlore.com

Date	/ /
PO Number	

**BILL TO:**

School: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**SHIP TO (if different):**

School: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

Shipping Method	Ship Date*

Some of our kits contain live caterpillars and some contain vouchers, please double check your order to ensure that you have ordered the correct item.

Item #	Description	Quantity	Unit Price	Total

\*Date your item(s) will ship from our warehouse

**NOTE:** Due to the high volume of orders during our Spring season (March - May), processing may take an extra 1 to 2 days.

**Shipping Notes:**

**Regular** - \$7.95 or 10% of total (whichever is greater), excluding tax and/or promotions (may include Saturday delivery)

**2-Day** - Please allow 1 business day for shipping cost quote (2 business days - no weekend deliveries)

**Overnight** - Please allow 1 business day for shipping cost quote (1 business day - no weekend deliveries)

Please include a copy of your Tax Exemption Certificate if applicable.

Be sure to fill out our survey on the second page to be entered to win a FREE school kit!

<b>Total:</b>	
<b>Promo Code:</b>	
<b>Shipping:</b>	
<b>Sales Tax:</b> (Varies by location)	
<b>Grand Total:</b>	

**BILLING APPROVAL**

X \_\_\_\_\_

**SCHOOL OR COMPANY NAME**

Sign up to learn about exciting Insect Lore sales, promotions, new products and our popular educational newsletter, *The Pollinator!*  
 Email: \_\_\_\_\_



## ENTER TO WIN!

Insect Lore is dedicated to serving you better. Please help us improve by taking a moment to respond to our brief survey. **Your name will be entered to win an Insect Lore School Kit (a \$75 value!)** A new winner is drawn monthly.

1. What type of customer are you? (Please circle your answers)

- a. New
- b. 5 years or less
- c. 5-10 years
- d. 10 years plus

2. How did you learn about us?

- a. Teacher
  - b. Administrator/Principal
  - c. Tradeshow
  - d. Google Search
  - e. Blog/news
  - f. Other (*please let us know!*)
- 

3. Who makes the purchasing decision for this project in your classroom?

- a. Teacher
  - b. Principal
  - c. District
  - d. Other (*please let us know!*)
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