

# Magister Resources

## School Purchase Order Guide

(for orders of £40 or more)



### How do I complete a school purchase order?

1. Complete the Purchase Order Form on the website, detailing the resources you would like to buy.
2. Ensure the school finance department has the payment details on this document.
3. We will then generate an invoice and send the resources to the email provided within 24 hours via We Transfer.
4. Payment is required within 30 days from the date of the invoice.

*\*Please note, due to the digital nature of the resources, no refunds are given, and all sales are final. Should you have a question about the nature of the resources in advance of ordering material, please contact us at [info@magisterresources.com](mailto:info@magisterresources.com).*

### Magister Resources Financial Information

#### Business Address:

Office 6976  
182-184 High Street North  
London  
E6 2JA

Contact: Helen Bridges

Email: [info@magisterresources.com](mailto:info@magisterresources.com)

Phone: 07443956907

#### BACS Information

Bank Name: National Westminster  
Bank plc trading as Mettle

Bank Address: 250 Bishopsgate,  
London, UK, EC2M 4AA

Business Name: Magister Resources

Account Number: 36379125

Sort Code: 04-03-33