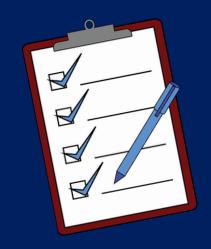
Magister Resources

School Purchase Order Guide

(for orders of £50 or more)



How do I complete a school purchase order?

- Complete the Purchase Order Form detailing the resources you would like to buy.
 - 2. Ensure the school finance department has the payment details on this document.
- 3. Email the Purchase Order form to info@magisterresources.com
- 4. Magister Resources will generate an invoice and send this to the school finance department.
 - 5. Upon receipt of payment, Magister Resources will send the resources to you within 24 hours via We Transfer.

Magister Resources Financial Information

Business Address:

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

Contact: Helen Bridges

Email: info@magisterresources.com

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