

Magister Resources

School Purchase Order Guide

(for orders of £50 or more)



How do I complete a school purchase order?

1. 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