

PURCHASE ORDER

Vendor: **Music Time Sign with Ms. D.**

American Sign Language for the Classroom Supplemental Curriculum

Auntie Di's Preschool • Diana L. Smith, CEO/Founder

Northeast San Fernando Valley, California

musictimesignmsd@gmail.com

PO Number:

PO Date:

Requisition #:

Required By:



BILL TO	SHIP TO
School / District: Contact Name: Address: City, State, ZIP: Phone: Email:	School / District: Contact Name: Address: City, State, ZIP: Phone: Email: ☐ Same as Bill To

ORDER DETAILS

Press Tab to move between boxes. Shaded boxes add up automatically. For best results, open in the free Adobe Acrobat Reader.

Item #	Description	Qty	Unit Price	Line Total

Subtotal <i>Adds up automatically</i>	
Shipping <i>Type the amount from GoDaddy checkout or quote</i>	
Sales Tax Rate (%) <i>Type the rate for the ship-to ZIP code, e.g. 9.5 (enter 0 if tax-exempt)</i>	
Sales Tax <i>Calculates automatically: Subtotal × Tax Rate</i>	
GRAND TOTAL <i>Subtotal + Shipping + Sales Tax</i>	

AUTHORIZED BY (SCHOOL / DISTRICT)	ACCEPTED BY (VENDOR)
Signature: _____ Printed Name: _____ Title: _____ Date: _____	Signature: _____ Printed Name: Diana L. Smith Title: CEO/Founder Date: _____



PAYMENT METHOD Check one.

☐  Purchase Order <i>Net 30. Invoice sent after the signed PO is received.</i>	☐  Electronic Transfer (ACH) <i>Bank transfer details are provided on the invoice.</i>	
☐  Visa <i>Credit / debit card</i>	☐  Mastercard <i>Credit / debit card</i>	☐  Discover <i>Credit / debit card</i>

Card payments: For your security, card payments are processed through a secure online payment link or GoDaddy checkout. Please do not write card numbers on this form.

SHIPPING, TAX & PAYMENT NOTES

1. Shipping and sales tax are calculated from the ship-to ZIP code. Amounts on this PO should match the GoDaddy checkout or the vendor quote.
2. If shipping or tax is not known when this PO is signed, the final invoice will include the actual shipping and applicable sales tax, and this PO authorizes that amount.
3. Tax-exempt organizations: please attach a valid exemption certificate.
4. Please email the signed PO to musictimesignmsd@gmail.com within 5 business days of placing the order. The order ships once the signed PO is received.
5. Payment terms: Net 30 from invoice date unless otherwise agreed in writing.

*Thank you for bringing **Music Time Sign with Ms. D.** to your students!*



REVIEW AND AUTHORIZATION

Vendor: **Music Time Sign with Ms. D.** • Auntie Di's Preschool, Diana L. Smith, CEO/Founder

ORDER REVIEW

PO Number:

School / District:

PO Grand Total:

Fills in automatically from page 1. Please review the order details on pages 1 and 2 before signing.

1. Authorized Name and Title

Name:

Title:

2. Handwritten Signature of Authorized Purchaser

Sign inside this box

3. Authorization Date

Date:

4. Notes or Special Instructions

HOW TO SUBMIT

Complete the form, add a handwritten signature, save, and upload this signed PDF.

Do not enter card numbers on this form. Payment is arranged separately.

Sign after printing or use a PDF tool to draw your signature in the box above.