



How to buy with a **Purchase Order**

Buying with a PO is as easy as 1-2-3:

1. **Select the items you want to order at tinkeringlabs.com**
2. **Choose “Purchase Order” at checkout**
3. **Email the PO to us at tinkering@tinkeringlabs.com**

That’s all there is to it! But if you want the nitty gritty, here are more detailed instructions:

1. If you have not already done so, sign up for our Educators Group. You’ll automatically get a 5% discount on every order. To register go to: tinkeringlabs.com/educators
2. Make sure you are logged in so you’ll get your discount, and then select the items you would like to order at: tinkeringlabs.com/shop
3. When you get to the checkout page, select “Purchase Order” from the list of payment options. If you have it, enter the PO number. If you do not yet have the PO number and need a quote, enter “QUOTE” instead.
4. Click “Place Order.” You will receive an email confirming that we have your order, and we will hold it until we have the PO.
5. Email the PO to tinkering@tinkeringlabs.com. If possible, include the order number in the subject line of the email.
6. We will ship the order, and you will receive a shipping confirmation and tracking code by email. We’ll invoice you according to the instructions on the PO.

Questions? Need help? Contact us:

tinkering@tinkeringlabs.com

(415) 237-1763

