

# HOW TO DO A SCHOOL PURCHASE ORDER

## Step 1:

Ensure you have all our financial details to pass on to your finance team (see opposite)

## Step 2:

Write down the name and price of all the packages you would like to order

## Step 3:

Email [thecre8tiveresources@gmail.com](mailto:thecre8tiveresources@gmail.com) your order list and official purchase order number

TELL US YOU ARE ORDERING FROM THIS CATALOGUE TO GET 15% OFF YOUR ENTIRE ORDER

## Step 4:

Cre8tive Resources will generate a school invoice for you and send this to the finance office for payment.

## Step 5:

Once payment has been scheduled / arranged the resources will be sent out to you!



## CRE8TIVE RESOURCES PAYMENT METHODS

VAT = 20%

✉ Email: [Thecre8tiveresources@gmail.com](mailto:Thecre8tiveresources@gmail.com)  
☎ Phone: +44 7591 810146

## PAYMENT METHODS ACCEPTED:

- School purchase orders (over £50)
- Debit, credit or Paypal payments (Visit our [website!](http://www.Cre8tiveResources.com))
- Cheques (made payable to Cre8tive Resources)
- BACS Payments

Enquiries welcome - Just give us a call to discuss your needs

## CRE8TIVE RESOURCES CIC FINANCIAL INFORMATION

Name of Supplier: Cre8tive Resources CIC

Company No: 12562339

Vat No: 371769855

Payment Address:

346 Watford Road, Saint Albans, AL2 3DR

Point of Contact: Brett Kingsnorth

Email: [thecre8tiveResources@gmail.com](mailto:thecre8tiveResources@gmail.com)

Phone No: 07591 810146

### BACS Details

Bank Name: Starling Business Account

Account Name: Cre8tive Resources CIC

Bank Address: Starling Bank Operations Team, PO Box 74325, London, EC2P 2QU

Bank Sort Code: 60-83-71

Account No. 46292847

Cheques made payable to: Cre8tive Resources CIC

Bacs Remittance email:

[thecre8tiveresources@gmail.com](mailto:thecre8tiveresources@gmail.com)

Cre8tive Resources CIC Directors:

Michael Gillman & Brett Kingsnorth

[www.Cre8tiveResources.com](http://www.Cre8tiveResources.com)



## USE CODE:

## CAREERS15

## AT CHECKOUT TO SAVE 15% ON ALL PURCHASES