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 your order list and official purchase order number

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!

PAYMENT METHODS

- School purchase orders (over £50)
- Debit, credit or Paypal payments (Visit our website!)
- Cheques (made payable to Cre8tive Resources)
- BACS Payments

Payment Methods Accepted:

- Email: Thecre8tiveresources@gmail.com
- Phone: +44 7591 810146

Contact Information:

- Name of Supplier: Cre8tive Resources CIC
- Company No: 12562339
- VAT No: 371769855
- Payment Address: 346 Watford Road, St Albans, AL2 3DR
- Point of Contact: Brett Kingsnorth
- Email: thecre8tiveresources@gmail.com
- Phone No: 07591 810146

Bank Details:

- 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

- Cre8tive Resources CIC Directors:
  - Michael Gillman & Brett Kingsnorth

- www.Cre8tiveResources.com

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