

HOW TO DO A SCHOOL PURCHASE ORDER

CRE8TIVE RESOURCES CIC FINANCIAL INFORMATION

Name of Supplier: Cre8tive Resources CIC

Company No: 12562339

Vat No: 371769855

Payment Address: 346 Watford Road, St Albans, AI2 3DR

Point of Contact: Brett Kingsnorth

Email: 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

Cre8tive Resources CIC Directors:

Michael Gillman & Brett Kingsnorth

www.Cre8tiveResources.com



CRE8TIVE RESOURCES PAYMENT METHODS

VAT = 20%

✉ Email: 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

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!

