



# Layers of Learning

## PURCHASE AGREEMENT

### PURCHASE ORDERS

Layers of Learning accepts purchase orders via email from public, charter, and private schools. In order to process a purchase order, each of the pieces of required information listed on this form must be provided. The receipt will be sent directly to the ordering family so they have access to the associated download files. Following that, an invoice will be sent via email to the school's billing contact. Sending a purchase order to Layers of Learning acknowledges the school's agreement to the terms of this Purchase Agreement.

### LAYERS OF LEARNING CONTACT INFORMATION

Karen Loutzenhiser  
Michelle Copher

**WEBSITE:**

[www.layers-of-learning.com](http://www.layers-of-learning.com)

**E-MAIL (\*Preferred contact):**

[contact@layers-of-learning.com](mailto:contact@layers-of-learning.com)

**PHONE:**

208-243-8328

**MAILING ADDRESS:**

Layers of Learning  
599 Ben Morris Rd.  
Priest River, ID 83856

### REQUIRED SCHOOL INFORMATION

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- .School Name
- .Billing Address
- .Phone Number
- .Billing Email Address
- Teacher/Supervisor Name & Contact Info.

### REQUIRED FAMILY INFORMATION

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- .Parent Name (student name and grade are not required)
- .Shipping Address
- Parent Phone Number
- Parent Email Address

***\*Before the purchase order is submitted, the family must have an account on Layers-of-Learning.com that is associated with their provided email address so their items can be added to their account. This allows families to retrieve their downloads.***

### PAYMENT & DELIVERY TERMS

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The purchase prices for goods, whether electronic or physical, shall be the listed prices within the catalog on the day the order is filled. Coupon codes and discounts cannot be honored for purchase orders. Wholesale prices for bulk orders are only available if a previous wholesale contract has been signed. Applicable taxes will be included on the invoice.

A shipping and handling charge will be added for orders of physical products that are shipped. A processing fee of \$2.00 may be added to each purchase order as well, regardless of whether or not the items are downloads or physical items. Orders will be sent within 3 business days of receipt of the purchase order.

All sales are final. Orders are not refundable because they all include digital components that cannot be returned.

Invoices will include the PO number as well as order and shipping information as applicable. All invoices are due on a NET 30 basis and a late fee will be charged for late payments. Payments can be sent electronically through the invoice, via Paypal to [hoodoopublishing@gmail.com](mailto:hoodoopublishing@gmail.com), or by mailing a check to Layers of Learning at 599 Ben Morris Rd. Priest River, ID 83856.

Please contact Karen Loutzenhiser or Michelle Copher via email with purchasing questions, and school inquiries.