

TO EXPEDITE PROCESSING, PLACE ALL ORDERS ONLINE.

Credit Card:

For the quickest processing time, choose to pay with a credit card – **American Express, Discover, MasterCard, or Visa.**

Open Purchase Orders:

We accept Open Purchase Orders for a specified “not to be exceeded” dollar amount. An Open PO can be established at any time by sending a copy to our office. Other than using a credit card, having an Open PO is the quickest and surest method of order processing, especially during build season. When you place your orders online, you know that they will be processed without delay since we have a copy of the Open PO on file. (You can ignore the popup warning about sending the PO!) Check with your business office to see if they can issue an Open PO for AndyMark.

Quotes/Estimates:

Quotes are available on our website if you are unsure if you will be proceeding with the purchase. A quote will **NOT** hold your items in inventory. We have made it very easy to get a formal quote from our website. Simply put the items in your cart and then proceed to checkout. Select your shipping method. For method of payment, select "Quote Only" and then proceed to checkout. **This Quote will contain the exact shipping amount for budgeting.** If you decide to proceed with the quote, then you must login to your account, find the quote and click the Place Order button. Quotes expire after 30 days.

If you are confident that you will proceed with your order, then please select Purchase Order as your method of payment. By selecting "Purchase Order" you are assured that this is not an official order and will not be shipped until we receive a copy of the signed PO. We will, however hold your items in inventory for 3 business days while waiting for the PO. Please reference your order number on the PO for faster processing of your order.

Purchase Orders: New policy change implemented Spring 2016

All orders, including those using a Purchase Order must be placed online by the customer.

Please select “Purchase Order” as your method of payment. When prompted to enter the PO#, you may type “will be sent” if you do not yet know the PO number. Online orders referencing a PO will not process and be shipped until we receive a copy of the PO. Once a PO is received, we will add notes to the order of the date the PO was received and then process the order for shipment.

To avoid processing delays, all purchase orders must include:

Company, school or school district, and signature of authorized agent

“Bill to” company/school name, address, phone number, and email address

“Ship to” company/school name, physical address (no post office boxes), phone number, and email address

AndyMark part numbers (am-xxxx)

The required shipping cost for your order, automatically calculated by the website

A contact name and email or phone number for questions concerning the order.

Submit your Purchase Order document (and your AndyMark Order Number):
Email - sales@andymark.com

Purchase order terms are Net 30 for educational institutions and Net 15 for businesses, to be paid by either check made payable to AndyMark, Inc. in US dollars, or electronic funds transfer in US dollars (call for EFT instructions.) When terms have been extended, any payments by credit card will incur a 5% surcharge.

A minimum order of \$50 for educational institutions and \$500 for businesses is required for a purchase order method of payment. We reserve the right to request a completed credit application prior to accepting purchase orders.

Note: The Purchase Order payment method is not available to international customers outside of North America.

Check, Wire Transfer, or Electronic Funds Transfer (EFT):

You can choose to send a check by mail or a wire transfer of funds. Always reference your order number on your check or wire transfer. (Email sales@andymark.com for wire transfer instructions). When we receive the check or funds, processing will begin on your order.

AndyMark Form W-9:

For your business office records, AndyMark's Form W-9 can easily be printed from the website. [Click here to print AndyMark W-9.](#)

We are happy to answer any questions about our products, and are always delighted to speak to our customers! We have a team of engineers to field your technical questions, and our business office team is here to help with order follow-up between 9:00 a.m. and 5:00 p.m. (EST) Monday through Friday.