



Directions for Submitting a Purchase Order

Brain Buster 3D accepts school purchase orders! In fact, we accept purchase orders from schools all over the United States. Another great perk is that schools are not charged for shipping. Please review the information in this document before submitting your order to ensure a smooth transaction and speedy approvals. Please get in touch with us at admin@brainbuster3d.com for submissions or any questions.

Steps to Placing Your School Purchase Order

1. Fill out the Brain Buster order form and email it to admin@brainbuster3d.com.
2. To set up Brain Buster 3D as a vendor for your school, our W-9 Business Information is Flaming Enterprises LLC, DBA Brain Buster 3D, 20046 Lower Pleasant Ridge Rd. Caldwell, Idaho 83607. Our business mailing address is different for mailing payments. Flaming Enterprises LLC c/o Brain Buster 3D P.O. Box 84 Greenleaf, Idaho 83626.
3. Collect all your Purchase Order information. Here is a checklist for what you will need to include on your Signed Purchase Order: Purchase Order Information • Shipping Contact Name: • Shipping Contact Phone Number: • Shipping Contact Email: • Shipping Address: • Billing Address: • Name and email address of the EDU Account Holder • Accounts Payable Name: • Accounts Payable Phone Number: • Accounts Payable Email (this is where invoices will be sent, so please provide a valid email): • Purchase Order Number: • Clearly stated item names, part numbers, unit costs, and quantity needed.
4. Please reference our handy **Brain Buster 3D Price Sheet**.
5. Remember shipping costs are \$0.00 for orders within the United States.
6. Tax Exempt Status • Is your organization Tax Exempt? Yes or No: • If Yes, please send a copy of your tax-exempt number and a copy of your tax exemption certificate. • If you are not tax exempt, please include taxes in the order total.
7. Email the order sheet and a copy of the purchase order to admin@brainbuster3d.com