



4960 Northpark Dr  
Colorado Springs, CO 80918 USA  
Tel: 719-535-9335 Fax: 719-534-9050  
email: [purchaseorders@apogeerockets.com](mailto:purchaseorders@apogeerockets.com)  
website: [www.ApogeeRockets.com](http://www.ApogeeRockets.com)

## **School Purchase Order Terms and Conditions**

### **Purchase orders are accepted via:**

- Fax to: 719-534-9050
- Email to: [purchaseorders@apogeerockets.com](mailto:purchaseorders@apogeerockets.com)
- Mail to 4960 Northpark Dr, Colorado Springs, CO 80918

\*Purchase Orders will not be accepted over the phone.

*We cannot be held responsible for orders we do not receive. Please call or email to confirm receipt of your purchase order.*

### **Payment Terms:**

- 2% 10 Net 30 . This means that payment is due within 30 days of the order being received. There is a 2% discount for payment within 10 days. A 2% late fee will apply, and does compound monthly.

### **Purchase orders must have the following information clearly marked:**

- PO Number
- Billing Address
- Shipping Address (\*See Below for More on Shipping)
- Proper Approval Signature
- Sales Tax Exempt Number (note – sales tax cannot be removed from the order once it has been placed).
  - If you are not tax exempt, please include tax on your PO.
- Items Should Be Listed with:
  - Quantities
  - Apogee Part Numbers (P/N)
  - Description
  - Price

### **Shipping Terms:**

- Include an "Attention To" name with the shipping address – Not just the name of a Department - some packages require signatures.
- Our shipping costs can be calculated on our website at:  
[https://www.apogeerockets.com/Quick\\_Order](https://www.apogeerockets.com/Quick_Order)
- You are encouraged to use the website shopping cart to estimate shipping and total costs. PO's without shipping included may be delayed.

### **Contact Information Should Include:**

- Name, phone number and email for Purchasing Department
- Name, phone number and email for the Teacher or PO Requestor