

Summer Book Club 2023

Purchase Order Instructions

If you want to place your order using purchase order (PO), please follow the instructions below.

- 1) Complete [Purchase Order](#) and submit via email to gloria@booklovefoundation.org and bookclub@booklovefoundation.org.
 - a. Make sure all information is completed.
 - b. Available merchandise and price can be found under BLF PRICE LIST tab.
 - c. Pay attention to the notes at the bottom of PO form.
- 2) Once PO is received, you will get an invoice for the purchase (within 3 business days).
- 3) Make payment for the invoiced amount using one of the following methods.
 - a. **By Check:** Make Payable to **Book Love Foundation**. Add Summer Book Club 2023 and name of the school in the notes section. Mail check to
Book Love Foundation
c/o Gloria Leo
7150 SW 8th Ave
Portland, OR 97219-2114
 - b. **By Credit Card – For Membership:** Go to [Membership Only Product](#) and complete the online purchase process. Include the names of the purchaser listed on the PO and the school in the “special instructions for seller” section of the shopping cart page.
 - c. **By Credit Card – For Books & Swag Add-On Package:** Select your merchandise at [Summer Book Club Add-On Packages](#) and complete the online purchase process. Include the names of the purchaser listed on the PO and the school in the “special instructions for seller” section of the shopping cart page.

IMPORTANT:

- For Books & Swag Add-On Package(s), we will reserve inventory for 14 days from receipt of PO or payment, whichever comes first.
 - If more than 14 days have lapsed from submission of your PO, please email us at bookclub@booklovefoundation.org to make sure that inventory is still available before making the payment.
- 4) Once payment is received one or both of the following will happen.
 - a. If you purchased Summer Book Club Membership (NO BOOKS & SWAG)
 - i. You will receive an email from bookclub@booklovefoundation.org requesting full name and email address of membership recipients.

- ii. Once the list is received, each member on the list will get an email with one time use link to gain access to the Summer Book Club 2023 group.
NOTE: Link will expire in 7 days.
- b. If you purchased Books & Swag Add-On Packages
 - i. Books & swag packages you ordered will be shipped to the address used in shopping order check out
 - ii. Once shipped, you will receive an email with tracking information

Questions? Contact gloria@booklovefoundation.org or bookclub@booklovefoundation.org