

**Purchase Order Information Form**

**Date:**

**Name of teacher:**

**Teacher’s email:**

**Preferred username:**

**Name of school:**

**Name of person handling payment:**

**Address of school or district:**

**Paying by check or debit card: (indicate one)**

**If paying by check, also include:**

 **Email of person handling payment:**

 **Timeline of when check will arrive:**

**Do you need a detailed receipt?**

**If yes, please include:**

 **Email of person needing the receipt:**

 **Date payment was made:**

(Receipts may only be issued after payment.)

**Drama Notebook Info**

**Make Checks payable to:**

**Drama Notebook**

**2620 S. Kinney Rd., Tucson, Arizona 85735**

**janea@dramanotebook.com**

 **Phone: 520-301-3718 (no fax number available)**

**EIN# 46-0603546**