



## **Instructions for Schools Ordering Online at redballoonbookshop.com**

1. Create an account
2. Select your books and add to your cart
3. When you go to "checkout" check the box for "tax-exempt" order. Enter school name and in the box for the number just add a note "on file" You don't need to fill out any other info for the tax-exempt part
4. Enter coupon code ED23. This will give you an accurate amount that you are spending with the 20% discount and tax exempt status.
5. Select pick up at store
6. Under payment method, select "purchase order" Enter your name in the first box, no need to enter any other info. We will send you an invoice once all books are in.
7. If you have a paper gift card to use, please indicate that along with the number if you have it in the comments section. We will only invoice you if your gift card does not cover the full amount.
8. Enter the remaining info that is requested.

Email [school.orders@redballoonbookshop.com](mailto:school.orders@redballoonbookshop.com) if you have any questions.