

## **Tax-exempt Organization Terms**

**Placing an order for a tax-exempt organization? We offer 2 ways to order!**

**ONLINE:** Simply place your order online, as usual, being sure to include your organization's name, address, phone, email and tax identification number in the "Notes to seller" section of the shopping cart. Please include a contact name as well. Continue through the checkout process as usual. \*\*\*NOTE: You will still be charged sales tax, at this point. \*\*\*

Once we have reviewed your information (within 24-48 hours), you will receive a refund (to either your credit/debit card or PayPal account) in the amount of the sales tax that you were charged.

**BY PHONE:** If you would not like to wait for your refund, simply call us at 219.462.3160 and we will complete your order over the phone!