

# Purchase Order Terms and Conditions

MrBerlin.com accepts purchase orders from U.S. educational institutions. Please read the following terms and conditions carefully. By submitting a purchase order you agree to all of the following:

- All purchase orders need to include contact information for a person at your organization. This contact information should include a person's name, phone number and email address.
- Payment terms are net 30. We do not accept POs with longer terms.
- If payment is not received within 45 days, your license to use our products will be canceled. The fee to re-instate a product license, once canceled, is \$10 per product.
- We cannot accept purchase orders from outside the United States. All international orders must be prepaid.
- We do not accept partial payment. An invoice, including any and all late fees, must be paid in full or your partial payment will be refused.
- By submitting a purchase order, you agree to meet all the terms listed herein.
- The PO should indicate that you are requesting electronic delivery so that your accounting department doesn't hold up payment waiting for delivery of a product you received via download.

We must receive an actual copy of your purchase order before products can be downloaded. You can either fax, mail, or email the purchase order to us at:

**Email:** [po@mrberlin.com](mailto:po@mrberlin.com)

**Fax:** 800-269-3808

**Mailing Address:** MrBerlin.com  
2846 Mandalay Beach Road  
Wantagh, NY 11793

Questions or concerns should be directed to [contact@mrberlin.com](mailto:contact@mrberlin.com)

Thank you for your interest in our products!