



## HEART PRODUCTIONS & PUBLISHING

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Greenbrook Ct. NE  
800-249-6587 or 603-382-884  
<http://www.MakeADifference.com>

Steps To Making A Purchase using a **Purchase Order** on our [MakeADifference.com](http://www.MakeADifference.com) website:

- 1) Go Shopping! Select the products which interest you and place them in your 'shopping cart.' You need to do this, whether you are placing the order today or just gathering information to create a purchase order, because this will show you all of the shipping options and costs.
- 2) If you have left the Shopping Cart but are now ready to proceed without adding anything else to the cart, look for the [Go\_to\_Shopping\_Cart] button at the bottom of the page.
- 3) Review the items and quantities (change quantities as needed, then click the [Recalculate] button.)
- 4) Click the [Secure Checkout] button.
- 5) Choose the [Register] button.
- 6) Complete the registration form, making sure you select the RED button for Purchase Order, and click [Register]
- 7) You will now be able to choose Shipping Method. To compare US Postal Service rates with FedEx rates, choose one, check the rate, then use the [BACK] button on your browser to make a different choice.
- 8) If you want to complete your order to get it under way, go on to the next page, select [Purchase Order] from the pull down menu, enter your purchase order number and submit the order. **IMPORTANT:** your order will be processed IMMEDIATELY. We ship the SAME DAY on any in-stock order placed before 4PM Eastern Time. So you **MUST FAX YOUR PURCHASE ORDER IMMEDIATELY** to 603-382-1595
- 9) If you want to wait until your purchase order is processed and ready to fax in, we can complete the order for you once you have registered. Simply **FAX YOUR PURCHASE ORDER** to 603-382-1595 and we will complete the order.

Call Customer Support with any questions: 800-249-6587 or 603-382-8848