

# iLumn8® 14 Day Account

## ATTENTION FINANCIAL CONTROLLER

Dear Sir/Madam

### Method of Payment Option: 14 Day Account

Many school P&C's, P&F's, Churches and Government Departments are prevented from ordering products online because of Purchase Order and Accounts Payable regulations which exist within their organisations.

Having been employed in various corporate and government departments ourselves, we totally understand this situation and have made changes to our business practices to accommodate these needs from such sectors.

From February 2007, any approved Australian Public or Private School, Church or Government Department is able to purchase from iLumn8 Glow Products on a 14 day account, by supplying your organisations Purchase Order inclusive of Purchase Order Number, Company Details Purchasers Name and ABN.

### How to place an account order online at [www.ilumn8.com.au](http://www.ilumn8.com.au)

When you get to the checkout, select the payment option;

"Purchase Order for 14 Day Account (Schools, Registered Community Groups and Government Departments Only)"

When you select that option, a PO Order number field will appear. What is a PO order number? It is a Purchase Order number that some organizations use to purchase goods on account. It can be a serialized document or just a form letter used by a customer to issue an official order for goods or services. Just like Tax Invoices, Purchase Orders are numbered. If you don't have an official Purchase Order number, just write "Letter" in the field .

**Once the order is placed online, we will not ship it until we have received your organisations Purchase Order fax or an official letter fax from your organisation legitimising the purchase.** This is to prevent people ordering products in your organisations name fraudulently.

If you are faxing us a letter to approve the purchase, it is preferable that the letter is on your organisations letterhead.

## **How to place an account order via fax**

If you do not wish to place the account order online, please use the attached Order form and fax it back to us at (02) 8089 1153. We will then communicate with you via email or fax regarding the availability of the items you have chosen.

## **Account Payment Terms**

Terms are strictly 14 days from invoice unless otherwise arranged.  
Payment should be made on invoice – no statements will be issued.  
A \$6.50 / month administration charge will be applied to all overdue accounts.

If you wish to discuss your account requirements with us further, please contact us on 1300 65 64 60.

Yours sincerely

Suzanne Amato  
General Manager



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