



**Sphero**  
support@sphero.com  
7121 B Shelby Ave, Dock 19  
Greenville, 75402  
United States

**Country:** United States  
**Province:** Wyoming  
**Zip:** 82718  
**Company:** Campbell County School District #1  
**First Name:** Samantha  
**Last Name:** Burr  
**Address1:** 525 W. Lakeway Rd, Suite #113  
**Address2:**  
**Shipping Address City:** Gillette  
**Customer email:** sburr@ccsd.k12.wy.us

Sphero Quote # **QT015664**  
Sphero Quote date: **November 20, 2023**  
Valid through: **December 20, 2023**

Product	SKU	Price	Quantity	Total Amount
Sphero indi Education Robot Class Pack	980-0532	\$1,500.00	16	\$24,000.00
Shipping rate	UPS Ground®	\$839.52		
			<b>Order total</b>	<b>\$24,839.52</b>

- \* **Quotes do not include tax**
- \* **Shipping costs may apply if shipping is uncalculated at time of quotation**

**Completing Your Purchase**

1. Complete your online order with a credit card, PayPal, or Purchase Order:  
You can complete your order here: <https://sphero.com/30664196141/invoices/76996299f4aa90c54afc2bc14d4e4dee>
2. If you prefer to submit your purchase order via email, please send the following to orders@sphero.com:
  - A PDF of your PO
  - A PDF of this quote (or reference your quote ID)
  - Your tax exempt certificate (or tax ID and details) for the shipping address (this may delay your order if we do not have it on file)

**Shipping**

You may select to upgrade shipping for an additional cost during checkout. Please note that shipping times do not include processing time (which is generally 1-2 business days). A shipping confirmation email with tracking information will typically be sent within 24 hours of an order shipping.

**Tax Notice**

We are required to collect tax on orders where applicable. For tax exemption, please email tax exempt certificate to orders@sphero.com.

**Questions?**


Feel free to email us at support@sphero.com with your quote ID and we can help you out.

**Notice**

By accepting this Quote and/or placing a Purchase Order in response, the listed Enterprise agrees to any and all terms regarding invoicing, payment due date, and shipping terms contained in this Quote. No subsequent document sent by Enterprise, including, without limitation, and Purchase Order sent by Enterprise referencing or otherwise responding to this Quote, will supersede any of the invoicing, payment due date, or shipping terms contained herein. In addition, by accepting this Quote, the listed Enterprise agrees that it has received, read and agreed to Sphero's Curriculum Terms of Use, as updated from time to time. This Quote, the Terms of Use link available at <https://sphero.com/pages/sphero-training-amp-curriculum-terms-of-use>, and any applicable addenda constitute the entire agreement between the parties and cannot be modified except by express written agreement signed by Sphero. No other terms and conditions set forth in any other documentation, including, without limitation, any Purchase Order, (but excluding any subsequent Sales Order sent by Sphero) will apply or be incorporated into this agreement unless specifically accepted and signed by both parties. In addition, by accepting this Quote, the listed Enterprise represents and warrants to Sphero that such Enterprise has all requisite right, consent, and authority to use any logo it submits for use in the Sphero Sports Package. Enterprise will indemnify, defend, and hold harmless Sphero from and against any and all claims that such logo, or Sphero's placement of such logo on the products in the Sphero Sports Package for Enterprise, violates the rights of any third party.

# Placing a Tax Exempt Order

---

 support.sphero.com/en-US/244518-b88f718b6c15495687ef9982ca15b28f

## Placing a Tax Exempt Order Updated 6 months ago

---

### Placing a Tax Exempt Order Online

You will first need to setup an online account - to create an online account, click on **My account** in the upper right-hand corner of sphero.com, press **Create your account**, and follow the guided account setup process.

As part of the account setup process, you will have the opportunity to select your school or organization from a drop-down menu. If your school/organization is shown in the drop-down menu, your account will be set up as a tax exempt account (if eligible).

If your school/organization isn't listed in the drop-down menu, you will have the opportunity to upload a copy of your tax exempt certificate. Once your tax exempt certificate is uploaded, our team will review your account and register your account as tax exempt. Within 24 hours\* of uploading your certificate, you should see your profile reflect the change.

If you already have an online account, you can check your tax exempt status by clicking **My Profile** under **My Account**. If you would like to convert your account to a tax-exempt account, please email a copy of your tax exempt certificate to [taxexempt@sphero.com](mailto:taxexempt@sphero.com).

\*Our team reviews tax exempt requests Monday - Thursday

Was this article helpful?

 Yes

 No

# How do I use a Purchase Order?

---

support.sphero.com/en-US/244519-a960af5c35fe46ee884876a232525040

## How do I use a Purchase Order? Updated 5 months ago

---

If you are in need of a quote prior to submitting a Purchase Order, please reach out to our team at [edusalesteam@sphero.com](mailto:edusalesteam@sphero.com). You can also request a quote online.

### Email Submission

To submit your Purchase Order via email, please send the following to [orders@sphero.com](mailto:orders@sphero.com):

1. A PDF of your Purchase Order
2. A PDF of your quote (or reference your Quote ID). If you did not obtain a quote prior to submitting your PO, that's okay! Just let our team know that you don't have a corresponding quote.
3. Your tax exempt certificate (or tax ID and details) for the shipping address
4. An email contact for your AP department (Where should we send your invoice?)

### Online Submission

You will first need to setup an online account - please use the steps shown in the below video to complete this process. Under your account profile, you can see whether or not you have the ability to use a PO at checkout. If your account is not enabled to use a PO, please contact [support@sphero.com](mailto:support@sphero.com).

Once your account is enabled to use POs, you will be able to check out by selecting **Purchase Order** as your payment method. You will need to submit a copy of your PO prior to your order shipping.

1. Click on the URL link under "Completing Your Purchase." You can find this link by opening up the PDF quote you received via email
2. Enter your shipping information and press "Continue"
3. Select "Purchase Order" as your payment method and click "Complete Order"
4. You will receive an additional email from [support@sphero.com](mailto:support@sphero.com)
5. Click the "here" hyperlink in the email
  
6. Complete the requested fields, upload the requested documents, and click "Submit"

If you have any questions about submitting a Purchase Order, please reach out to our team at [support@sphero.com](mailto:support@sphero.com).

Was this article helpful?

 Yes

 No