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The price of a subscription is \$1/student/12 months, with an \$8 manual processing fee if you use a purchase order, so a P.O for 300 students would be \$308. (Purchase orders are the only transactions we have to handle by hand.) You are paying for seats, so you can delete/add students as long as you are within your cap. Adding a few extra students can prevent the need for a second, smaller P.O. in the case of an enrollment increase. Although we do not currently have a way for you to automatically upload your class rosters, we will do it for you for a 10¢ / student manual uploading fee, with a \$10 minimum. See our example Excel spreadsheet of the [data](#) you will need.

To process your P.O., you **must have an account** for us to credit. For a school subscription, it is recommended that you create a school account with a simple username, such as "lincolnions". Then create a class for each teacher. We can move pre-existing accounts/free trials into it, just let us know all the usernames involved. This way all teachers will sign in with the same username/password, then click on their class. Students will all use the same username, plus their own name (no two names exactly the same), plus their own password.

Purchase Orders may be: **Faxed** to (316) 854-5284,  
**Emailed** to [orders@mathfactspro.com](mailto:orders@mathfactspro.com) or  
**mailed** to Math Facts Pro, 1830 S. Covington St., Wichita, KS 67209 (Note: Fax or Email will avoid the longer activation delay of the mail.)

Information required: **Username**, billing address, contact name, phone number, email address, and number of students.

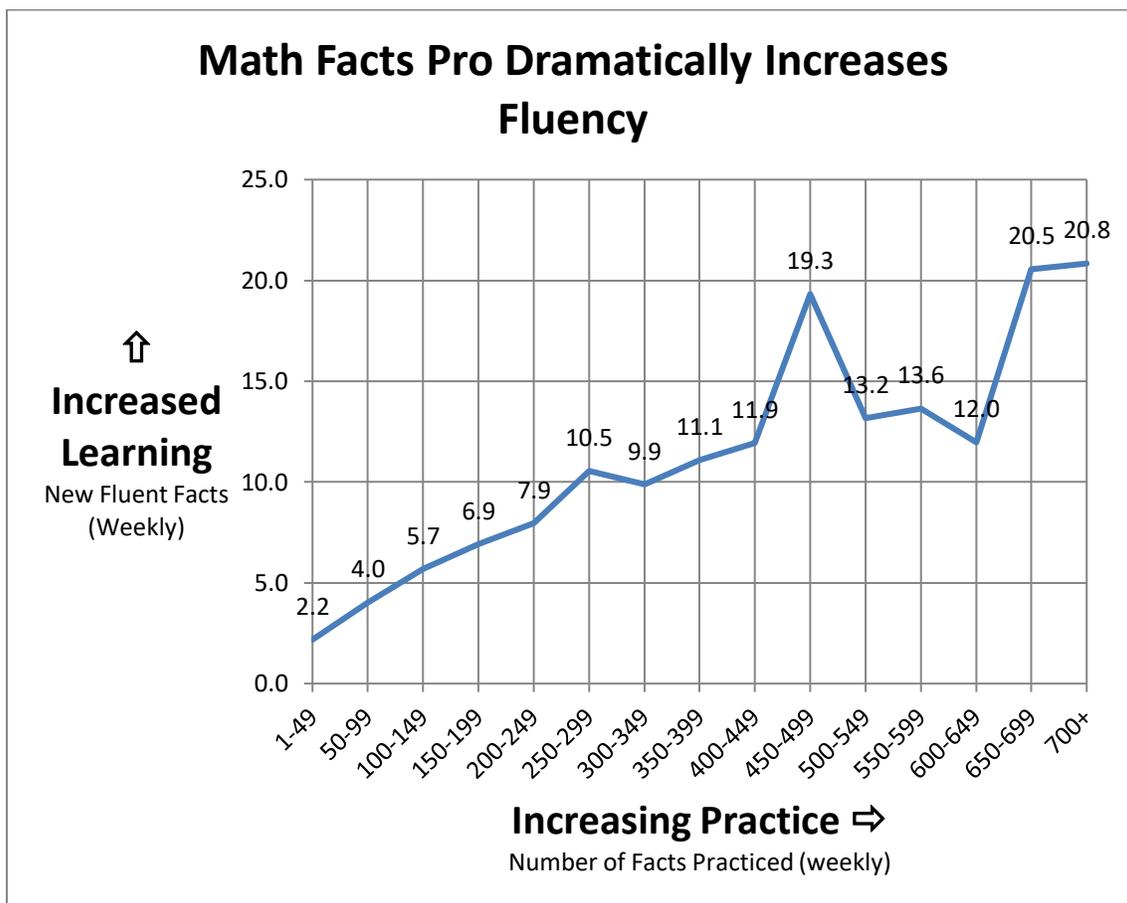
If you would like, we can provide a proposal. Upon receipt of your purchase order, we will extend your subscription (you will not lose any data) and send you an invoice via the same method the P.O. was received, unless you specify otherwise. The amount is due on receipt.

Sincerely,  
Suzanne Berg  
316-223-4441  
Math Facts Pro

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