

Cheri Noel

From: Cheri Noel
 Sent: Friday, April 17, 2026 10:38 AM
 To: Cheri Noel
 Subject: Ordering Directions - Literacy Spaces - Existing Demco Account
 Attachments: Demco Bill and Contract Setup.docx; OPL Literacy Spaces 26-27 Director Signature.pdf

From: Theyer, Christian <theyer@plpinfo.org>
 Sent: Thursday, April 2, 2026 8:11 AM
 To: Theyer, Christian <theyer@plpinfo.org>
 Subject: Ordering Directions - Literacy Spaces - Existing Demco Account

Hello Literacy Spaces Participants,

Please read these instructions carefully and follow them fully to ensure your orders are processed.

I'm happy to say that the allocation for your library has gone up to \$11,200. You may now order your items; all orders must be placed by 4/30/26.

Please do the following, the full system setup may take a few days:

- Have your Library Director complete and sign the attached form, then email it back to me. It can be printed, signed, then scanned or signed electronically
 - This can be done after setup steps below, but must be done before you place your order
- Using your existing demco.com account with your email address (the one I just emailed), follow the steps in the attached 'Demco Bill and Contract Setup'
 - Demco prepared their systems using the info you submitted and matched it to an existing account; if you need to order from a different account, hold off and contact me
- Once the Bill and Contract setup is done, you can start shopping!
 - Use this link to shop: demco.com/products/plp ; this will only show eligible products which you can add directly to your cart
 - You can also pick from current item list: [itemlist](#) ; the list and site should be updated at the same time as we add items
 - Do not use the main website (you may end up there if you click on their logo for example) to select items and do not add items for regular library orders
- Contact the dedicated Demco team for shopping help here:
 - demco.com/plp-contract
- Once you feel your shopping cart is complete, email Lisa Motoyasu lisam@demco.com your Cart ID so she can finalize tax and shipping, and work with you to submit the order

Please email or call me with any problems or questions. Please also let me know if you do not anticipate using the full allocation.

Thank you,

Christian Theyer
Project Coordinator - Literacy Spaces
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(424) 266-0366

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