



SETTING UP A TAX EXEMPT DEPARTMENT ACCOUNT WITH LAW ENFORCEMENT DIMENSIONS

For a department or agency to be eligible for bulk discounts, or to pay by credit card and be tax exempt, LED needs to set up a department account on our website.

To establish a Department Account, send the following to Lisa Sofis at: sof@ledimensions.com

- Name of contact person
- Email of contact person
- Name of Department/Agency
- Billing address
- Telephone & fax number
- Password**

**The password is case sensitive and must be between 6 and 20 letters and/or numbers. You can always change the password after the account is established.

You will receive a "Welcome Email" letting you know the account is active.

Payment Methods:

- Visa/Mastercard, or
- Invoice
 - **Please note that the invoice you receive via email immediately after you place an order should be directed to accounts payable.** No paper invoice will be sent.

To Place an Order:

1. Only after you receive your "welcome" email are you able to place an order.
 2. Go to <http://www.ledimensions.com>
- **To access your Department Account, click the "SHOP ONLINE" button, then click the "DEPARTMENT or ACADEMY" button.**

Never . . . ever . . . click on the "POLICE OFFICER" button.

How does Your Department Receive Discounts of up to 15%?

- Purchase \$500 worth of materials and receive 10% off
- Purchase \$1,000 and receive 12.5% off
- Purchase \$1,500 for a 15% discount

Discounts are automatically calculated at checkout and you will see your savings right away.

Thank you for your business! Questions? Email us or call us at 781.646.4377.