

# Eastern Woodland Indian Cultures of Maryland

## Purchase Agreement

### AVAILABILITY

Jefferson Patterson Park & Museum's (JPPM) Eastern Woodland Indian Cultures in Maryland traveling trunk is available for purchase to educational institutions. School representatives should contact the Administrator of Education (410-586-8502) to discuss purchasing procedure.

- *After a school decides to purchase a trunk, it should send a letter stating its intent to purchase a trunk. A confirmation letter will be sent shortly after.*
- *Within two weeks, purchasers must return a signed copy of this agreement form, a payment (checks ONLY) of \$1,500, and a letter stating your intent to purchase a trunk on school letterhead with at point of contact's name, phone number, and address. Make checks payable to MDP- JPPM.*
- *As soon as your payment is received, JPPM will begin making your trunk.*
- *It takes a minimum of 6 (six) months for the Education Staff to complete a trunk.*
- *When the trunk is complete, JPPM will contact your school and set up a date for pick up or delivery. During this meeting, JPPM staff will review the contents and care of the trunk and receive the remaining balance of \$1,500 from your school.*

### FEES

The cost of the trunk, including delivery is \$3,000. Any replacement of broken or missing items once you have received it will be the responsibility of the owner. A list of suppliers and cost of materials is included in your materials in case items need to be replaced in the future. For payment, please make checks payable to **MDP- JPPM** and mail them to:

**Jefferson Patterson Park & Museum  
Attn: Fiscal Officer  
10515 Mackall Road  
St. Leonard, MD 20685**

### DELIVERY

JPPM will arrange for the delivery of the trunk to your school or a representative from your school may come to JPPM to pick the trunk up directly. At that time, our Education Staff will give a short presentation on the contents, use, and care of the trunk and answer any questions. **Please note that direct pickup will not reduce the cost of the trunk.**

### USE OF MATERIALS

The lesson plans may not be reproduced for publication without written permission from JPPM Education staff.

By signing this document, I acknowledge that I have read, understand, and agree to the above stated rules associated with the purchase of this trunk.

_____ <b>Signature / Print Name</b>	_____ <b>Name of School</b>	_____ <b>Date</b>
_____ <b>School Mailing Address</b>	_____ <b>Email Address</b>	_____ <b>Phone Number</b>