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Richfield, MN 55423
1-888-224-8181

Here's how to place your TCPN order with Best Buy Gov, LLC:

1. Please contact Best Buy Gov, LLC at 888-224-8181

- a) 1 - Federal
- b) 2 - State and Local Government
- c) 3 - Higher Education and K-12 Education
- d) 4 - Health Care and Non Profit Organizations
- e) 5 - Status of Orders

2. A Best Buy Government or Education Account Manager will create a price quote and verify product availability. General pricing and availability can also be found on our website:
<http://www.bestbuygov.com>

3. Please indicate if you'd like to have the products available for pick up at your local Best Buy retail store and your Account manager will verify availability. *Not all items we sell will be available for Store Pickup.*

4. Generate your purchase order. If you're a new Best Buy customer or placing an initial order, please attach a copy of your tax exempt form which we'll file for future purchases.

- a) List "per TCPN contract" in the body of your purchase order.
- b) Fax the PO directly to your Account Manager, or to our general fax number: 952-430-6425.
- c) Send a copy of the purchase order to TCPN
- d) Please note: If you've opted for Store Pickup, your purchase order needs to be processed first, and the product may not be ready at the store for 24 hours.

5. If you have questions or issues around our ordering processes, please email Jeff Follestad at govbids@bestbuy.com; or contact him by phone at 612-291-9575.