



Algae Research and Supply, Inc.
1341 Distribution Way, Suite 11
Vista, California 92081
760-483-3626
service@algaeresearchsupply.com
algaeresearchsupply.com

Ordering Information Packet

Revised September 22, 2026

Thank you for growing algae.

Algae is responsible for more than half of the photosynthesis on Earth, and few classrooms actually teach it. Yours is different. You're teaching algae!!! Thank you so much for leading the charge to put algae in front of students. This packet holds what your purchasing office needs to set us up as a vendor.

COMPANY INFORMATION

Legal name	Algae Research and Supply, Inc.
Also listed as	Algae Research Supply, ARS
Federal Tax ID (EIN)	84-3788520
Business structure	Small business, independently owned
Email	service@algaeresearchsupply.com
Phone	760-483-3626
Website	algaeresearchsupply.com

REMIT PAYMENT TO

Algae Research and Supply, Inc.
1341 Distribution Way, Suite 11
Vista, California 92081

Payment terms	Net 30 from invoice date
Purchase orders	Accepted from schools, districts and universities
Make checks to	Algae Research and Supply, Inc.

SHIPPING

Ships from	1341 Distribution Way, Suite 11, Vista, California 92081
Live organisms	Sent Mondays and Tuesdays so they arrive early in the week

Cultures are grown to order and packed the morning they ship.
Nothing sits on a shelf waiting for a box.

HOW TO GET A QUOTE

No phone call and no waiting on us. Shop the site the way you would anywhere else.

1. Add what you want to the cart at algaeresearchsupply.com. A best guess on quantities is fine.
2. Go to checkout as normal.
3. Instead of paying, choose the option to have the quote sent to you.

The quote lands in your inbox on our letterhead, itemised and ready to hand straight to purchasing. If you would rather skip all of this, you can pay by credit card at checkout and be done.

HOW TO ORDER

1. Email the purchase order to service@algaeresearchsupply.com, made out to Algae Research and Supply, Inc.
2. We confirm it, usually the same business day, and tell you the ship date.
3. The invoice follows the shipment. Net 30.

SCHEDULED AND DELAYED SHIPMENTS

We are happy to hold most orders and ship them on the date you want. Teachers routinely order months ahead of a lab and ask for delivery the week they actually need the cultures alive.

State the date on the purchase order itself, in writing:

"Requested delivery date: week of March 9, 2027"

A date buried in an email thread gets missed. A date written on the PO is what we schedule production from, and it is what your receiving office will check against. If it needs to move later, email us and we will reschedule at no charge.

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Algae Research and Supply, Inc.		
2 Business name/disregarded entity name, if different from above		
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
5 Address (number, street, and apt. or suite no.) See instructions. 1405 Buena Vista Way		Requester's name and address (optional)
6 City, state, and ZIP code Carlsbad, CA 92008		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					
or								
Employer identification number								
8	4		-	3	7	8	8	5 2 0

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person

Date ► **12 Jan 2024**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.