

ORDERING INSTRUCTIONS

THERE ARE 5 EASY WAYS TO ORDER FROM MIE!

- **Call our Nationwide Toll Free Line 1-800-888-7502**
Monday – Thursday 9:00am – 7:00pm Eastern Time
Friday 9:00 am – 5:00pm Eastern Time
Saturday 9:00 am – 1:00 pm Eastern Time
- **Order anytime online at www.musiciselementary.com**
- **Fax us your order: 1-440-461-3631**
- **Email your order to: orders@musiciselementary.com**
If ordering via email, please include your purchase order and purchase order number.
- **Mail your order to:**
Music is Elementary
5220 Mayfield Road
Cleveland, OH 44124

PRICING:

This catalog is a discount catalog. The prices shown are net prices and reflect the discount allowed to schools and institutions. Prices are subject to change.

PAYMENT OPTIONS:

Schools and other established institutions will have extended open account privileges, provided their order is accompanied by a purchase order or is made on a letterhead of the institution. Payments can be sent to 5228 Mayfield Road, Cleveland, OH 44124. All payments are due and payable within 30 days.

Individuals may charge their purchase on a Mastercard, Visa, American Express or Discover credit card. Please be sure to print the name as it appears on the credit card and include the expiration date of that card. If an individual does not wish to pay via credit card, please include a check or money order with the order. When paying in advance, be sure to include shipping charges from the chart on the order form. (Ohio residents should also include 8% sales tax.)

NO QUIBBLE GUARANTEE:

If for any reason you are not satisfied with the product it may be returned within 30 days for full credit or refund. Any returns made are the responsibility of the customer and can be made by UPS, US Mail or common carrier. No COD or collect returns will be accepted. This does not apply to damaged or abused merchandise.

SHIPPING:

Most orders are shipped within 48 hours upon receipt via UPS Ground. Items shipped can be expected within 2-10 days. An item that is temporarily out of stock will not hold up the remaining items for shipment. The back ordered item will be shipped at no extra charge immediately upon receipt. Upon request, the option of Overnight or 2nd Day Shipping is available. Please call a Sales Advisor for rates.

***Shipping Rates are subject to change and are based on the subtotal dollar amount of the order.**

Delivery: When choosing standard shipping, please allow 7-10 business days for an order to be delivered via UPS Ground. Back ordered items delivery dates may vary. Please contact us for an estimated time of arrival. A back ordered item will not hold up the remaining items for shipment and there will be no extra charge for said items.

- Expedited shipments must be received by 3:00 pm ET on a business day to be shipped same day. All expedited orders will be delivered Monday-Friday
- APO/FPO will ship via parcel post; standard shipping only
- Third party shipping is available upon request
- Shipping Rates to Alaska, Hawaii and U.S. Territories
 - Only standard shipping is available and may take 8-16 days
 - 30% of the order will be added for shipping
 - Minimum order must be \$19.95

SHIPPING RATE CHART			
Order Amount	Standard 7-10 Days	Expedited 2-3 Days	Expedited Next Day
Orders up to \$72.50	Add \$8.95	Add \$25.95	Add \$40.00
Orders from \$72.51 to \$150.00	Add 12% of order	Add \$32.95	Add \$50.95
Orders from \$150.01 to \$500.00	Add 10% of order	Add 25% of Order	Add 35% of Order
Orders over \$500.00	Add 8% of order	Add 25% of Order	Add 35% of Order

DAMAGE IN SHIPMENT OR SHORTAGES:

Please be sure to check each shipment carefully. Make note if the shipping carton is damaged or appears abused. If the merchandise is damaged keep the carton(s) and packing material in case the carrier requires inspection. Report all shortages directly to us, referencing the Sales Order number on the Packing Slip. All damage claims must be made within 15 days of receipt.

RETURNS:

Any returns must be made to our street address at 5220 Mayfield Road, Cleveland, OH 44124, within 30 days to receive full credit. A copy of the Packing Slip and/or Invoice must accompany the returned items in order to assure credit is applied to the correct account.

QUESTIONS: Email info@musiciselementary.com and we'll be happy to help!

ORDER FORM

MUSIC IS ELEMENTARY

P.O. BOX 24263 CLEVELAND, OHIO 44124

Phone: 800-888-7502 • Fax: 440-461-3631

Check out more products online at
www.musiciselementary.com

BILL TO:	SHIP TO:
NAME _____	NAME _____
_____	ATTN _____
ADDRESS _____	ADDRESS _____
CITY _____ STATE _____	CITY _____ STATE _____
ZIP _____	ZIP _____
PHONE (and Area Code) _____	PHONE (and Area Code) _____
P.O.# _____	P.O. # _____

INDIVIDUALS

CIRCLE ONE: Mastercard Visa American Express Discover

Credit Card # _____ Check or Money Order Enclosed

Expiration Date _____ CVC Code _____

QUANTITY	CATALOG #	DESCRIPTION (INCLUDES SIZES AND COLORS)	UNIT PRICE	LINE TOTAL

ORDERED BY _____ <small>(Please Print)</small>	SUB TOTAL
SIGNED _____	SALES TAX
DATE _____	8% Ohio only
	*SHIPPING
	TOTAL

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Orders from \$72.51 to \$150.00	Add 12% of order	Add \$32.95	Add \$50.95
Orders from \$150.01 to \$500.00	Add 10% of order	Add 25% of Order	Add 35% of Order
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