

Adoro Music Publishing Order Form



The following ordering methods are available:

Online: Visit our web site at www.adoromusicpub.com for secure ordering and prompt service – including immediate download of purchased music.

Phone: (888) 828-4436 (toll-free) or (616) 828-4436

Fax: (866) 241-0799 (United States and Canada only)

Mail: Adoro Music Publishing
1035 Dallas Ave SE
Grand Rapids, MI 49507-1407

Billing Address

Name _____

Organization _____

Address _____

City _____

State _____ Zip _____

Country _____

Phone _____

Email _____

Shipping Address (leave blank if same as billing)

Name _____

Organization _____

Address _____

City _____

State _____ Zip _____

Country _____

Phone _____

Email _____

Catalog # ¹	Title	Score type ²	Options ³	Price	Qty	Total
Subtotal						
Shipping⁴						
Sales tax⁵						
Total						

¹ Catalog numbers are in the form AMP-#.

² The score type entry is only needed for pieces that have more than one score type available (such as accompaniment editions, instrumental parts, etc.). Otherwise, leave this entry blank.

³ Refer to the option descriptions on the following page.

⁴ Refer to shipping rates on the following page.

⁵ Unless exempt (non-profit organizations, etc.), Michigan residents must pay 6% sales tax on the total including shipping.

If your organization is tax-exempt and you have not provided an exemption certificate to us before, please include a completed Michigan Form 3372, *Michigan Sales and Use Tax Certificate of Exemption*. A printable version of the form is available on our ordering information page: www.adoromusicpub.com/order

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Printing options

To save time for busy musicians and librarians, we offer the following printing options free of charge. To request a service for a piece in your order, write its code (given in parentheses) in the corresponding options box.

Hole-punching (HP) – standard three-hole spacing

Serial numbering (SN) – when ordering more than one copy of a piece, each copy will have its own number printed on the front (starting with 1)

Stamp (ST) – Text of your choosing will be printed on the cover; please write the text, indicating which pieces it applies to, in the comments area.

Shipping rates

All orders are shipped via the United States Postal Service. Our shipping & handling rates are as follows:

Table with 4 columns: Order total, United States (1-8 days)*, Canada (6-10 days)*, Rest of the world (6+ days)*. Rows show rates for < \$25, \$25 - 75, and > \$75.

*Delivery times are approximate as given by the USPS and are not guaranteed. For other shipping options, including expedited/overnight shipping, please contact us.

Payment options

[] Credit card

Card type (check one): [] MasterCard [] Visa [] Discover [] American Express

Card number _____ Exp. date ____/____

Card security code _____ MC/Visa/Discover: three-digit number on the signature panel on the back of the card American Express: four-digit number printed on the front of the card

[] Check / money order

We are not able to accept foreign checks or money orders. If unsure, please call us before sending payment.

[] Billed

Payment is due within thirty days of your receipt of the order.

Comments / special instructions

Multiple horizontal lines for entering comments or special instructions.