

To submit a Purchase Order, please use the following guidelines.

School/Organization/Place of Worship:

- Qualify as a Non Profit Organization (Church, Organization, Place of Worship, Public or Private School, University or College, Government Institution, Charity)
- Demonstrate Non Profit status of at least 2 years
- Provide current 501 (3) c documents

All of the following information is required to process your order:

- An e-mail address where we can deliver account information
- Your School/Organization/Place of Worship PO Reference number
- Billing address, contact person, and phone number
- Shipping address, contact person, and phone number
- Any terms or conditions which apply to your purchase order.

Purchase Orders can be faxed to SameDayMusic at 1-312-276-0567, ATTN: Institutional Sales. Or, email us at: purchaseorder@samedaymusic.com

Please note that we cannot process an order on a departmental purchase requisition. An authorized / signed company Purchase Order is required.

Payment terms are NET 30. Payment must be made via company check within 30 days of receipt of shipment. No personal checks are accepted.

Company Information:

SameDayMusic, LLC

ATTN: Institutional Sales
8 Thornton Rd.
Oakland, NJ 07436
Email: purchaseorder@samedaymusic.com
Fax: 1-312-276-0567