



## **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: [instlhelp@samedaymusic.com](mailto:instlhelp@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  
65 Greenwood Ave.  
Midland Park, NJ 07432  
Email: [instlhelp@samedaymusic.com](mailto:instlhelp@samedaymusic.com)  
Fax: 1-312-276-0567