

PURCHASE ORDER FORM

Please fill out this form in its entirety for rapid processing.



YOUR GEAR. NO HASSLES. FAST.

SameDayMusic.com LLC
8 Thornton Road
Oakland, NJ 07436

Purchase Order Number: _____

Contact Email Address: _____

Date: _____

Website Special Code: _____

BILL TO:

School/Organization/Place of Worship:

SHIP TO:

School/Organization/Place of Worship:

Name:	Title:	Name:	Title:
Street:	Street:	City:	State: Zip:
Telephone:	Fax:	Telephone:	Fax:

Quantity	Web Item #	Option*	Title and Description	Unit Price	Total Price

If you have any questions or suggestions, please contact us by email at purchaseorder@samedaymusic.com or directly by phone at 888-486-6333 (Monday through Friday 9:00am to 8:00pm EST).

PAYMENT TERMS ARE NET 30; PAYMENT IS TO BE MADE BY COMPANY CHECK AND IS EXPECTED WITHIN 30 DAYS AFTER THE SHIPMENT OF MERCHANDISE.

IF YOU WISH TO PLACE YOUR ORDER WITH A CREDIT CARD, SIMPLY USE OUR WEBSITE FOR THE FASTEST SERVICE.

Subtotal	
Shipping and Handling**	
Tax***	
Total	

Federal Tax IDs do not prove tax-exempt status. State Tax Exemption Form required.

* The Option name is shown on the product page. Examples of Option name are "New", "New, White", "New, Pair", "Warehouse Resealed", "Blemished".

**Find the shipping price for each item on our website. Or place multiple items in your cart for a reduced rate on your order.

***Same Day Music will not collect sales tax unless your order is being shipped to New Jersey. If your School, Organization, or Place of Worship is in NJ, please include the State Tax Exemption Form with your purchase order. Federal Tax Id numbers do not prove tax-exempt status.

FAX
Your purchase order anytime:
(312) 836-1280

**Confirmation of your order
and tracking information will be
sent by email.**

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)
- Demonstrate Non Profit status of at least 2 years
- Provide 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 (312) 836-1280, 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 Road

Oakland, NJ 07436

Email: purchaseorder@samedaymusic.com

Fax: (312) 836-1280