## ORDERING INSTRUCTIONS

### 1 YOUR ORDER:

<table>
<thead>
<tr>
<th>QTY.</th>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TO ENSURE PROMPT DELIVERY, SECTIONS 1, 2, AND 4 MUST BE FILLED OUT COMPLETELY.**

### 2 BILLING ADDRESS: PLEASE PRINT CLEARLY

**NOTE:** If the billing name & address do not match the name on your credit card, your order will be delayed.

- **Source Code**
- **Customer Number**
- **(See back side of catalog)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
</tr>
</thead>
</table>

- **Person/School/Institution**
- **Title**
- **Address**
- **P.O. Box**
- **City**
- **State**
- **ZIP**

**Email**

(You will receive news and information about sales, products, and events. Note: We do not sell, rent, or otherwise make available our mailing list.)

- **Primary Phone** (required for personal orders)
- **Business Phone** (required for institutional orders)
- **Fax #**

### 3 SHIPPING ADDRESS: COMPLETE ONLY IF SHIPPING ADDRESS IS DIFFERENT THAN BILLING ADDRESS

<table>
<thead>
<tr>
<th>ATTN:</th>
<th>School/Institution</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
</tr>
</thead>
</table>

COMPLETE ONLY IF SHIPPING ADDRESS IS DIFFERENT THAN BILLING ADDRESS

### 4 PAYMENT METHOD:

We accept Visa, MasterCard, Discover, American Express, personal checks, gift cards, money orders, PayPal, and approved institutional purchase orders.

- **Check** *(MAKE PAYABLE TO WEST MUSIC)*
- **Purchase Order #** *(Orders are net 30 days; subject to credit approval. Please include a copy of your purchase order if available.)*
- **Credit Card**
- **West Music Gift Card**

**For your security, please do not include credit card or gift card numbers with your order form.**

After mailing or faxing your order form, please call us to provide your card information.

Need another copy of this form? Visit westmusic.com/orderform

All images and content contained in this catalog copyright © 2019 West Music. All rights reserved.