



## Stock Order Policies and Procedures

Please use **Stock Order Form** (printed on reverse) to place your stock order.

- All stock orders must include dealer account number.
- One stock order is allowed per account per stock order period (April-July and Nov-Dec). Stock orders are not accepted outside these order periods.
- Minimum stock order amount is \$500 (net dealer cost).
- Items in stock order will receive current account discount + additional 5%, with the exception of limited discount items.
- Stock orders are nonreturnable.
- Stock orders must be placed by fax, phone, mail, or email. No stock orders will be accepted at [www.choristersguild.org](http://www.choristersguild.org).

## Regular (non-Stock Order) Order Placement

Please have your **account number** ready when ordering.

To order online at: [www.choristersguild.org](http://www.choristersguild.org)

- 1) Enter the desired **item number** in the **search bar**. Add item(s) to your shopping cart.
- 2) **Log in** to our secure checkout using your account number.
- 3) Select method of shipping.
- 4) Complete your order and select "bill me". We'll invoice you at your appropriate dealer discount.

### You may also order by:

phone: 800-246-7478 x0 (M-F, 9:30 a.m. to 5 p.m., Central Time)

email: [orders@mailcg.org](mailto:orders@mailcg.org)

fax: 469-398-3611 Attn: orders

[www.choristersguild.org](http://www.choristersguild.org)

Phone: 800-246-7478 x 0

Fax: 469-398-3611

Email: [orders@mailcg.org](mailto:orders@mailcg.org)

Choristers Guild, 12404 Park Central Dr, Suite 100, Dallas, Texas 75251

# Dealer Stock Order Form



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Item Code	Title	Quantity	Item Code	Title	Quantity
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____

Dealer/Account Name \_\_\_\_\_  
 Account Number \_\_\_\_\_  
 Name of Person Placing Order \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_