



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 mail or email. No stock orders will be accepted at www.choristersguild.org or by phone.

Regular (non-Stock Order) Order Placement

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

To order online at: **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.

~~For Non-Stock orders,~~ **You may also order by:**

email: orders@choristersguild.org

or:

phone: 800-246-7478 x0 (M-F, 9:00 a.m. to 4 p.m., Central Time)

www.choristersguild.org

Phone: 800-246-7478 x 0 orders@choristersguild.org
Choristers Guild, 12404 Park Central Dr, Suite 100, Dallas, Texas 75251

Dealer Stock Order Form



- 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 mail, or email. No stock orders will be accepted at www.choristersguild.org or by phone.

Item Code	Title	Quantity	Item Code	Title	Quantity

Dealer/Account Name _____
 Account Number _____
 Name of Person Placing Order _____
 Phone _____ Email _____