

Country Dance and Song Society

Continuing the traditions. Linking those who love them.

Order Form

Country Dance and Song Society
 PO Box 338 (132 Main Street)
 Haydenville, MA 01039-0338



Web: www.cdss.org
 Email: sales@cdss.org
 Fax: 413-268-7471
 Customer Service: 413-268-7426 ext 2
 Office Hours: 9:30am-5:00pm M-F EST

ORDERED BY: (please print clearly)

SHIP TO: (if different from Ordered By)

Name _____ Address _____ _____ City/State/Zip _____	Name _____ Address _____ _____ City/State/Zip _____
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- | | |
|---|--|
| <input type="checkbox"/> I'll join or renew!
I've enclosed my dues and taken a 10% discount on my order.
<input type="checkbox"/> \$45 Individual <input type="checkbox"/> \$25 Student/Limited Income Individual
<input type="checkbox"/> \$65 Family <input type="checkbox"/> \$35 Limited Income Family | <input type="checkbox"/> I am a member of CDSS. <input type="checkbox"/> I am not a member of CDSS.
<input type="checkbox"/> This is a new address. My old Zip Code was _____
<input type="checkbox"/> Please do not share my address with other organizations.
<input type="checkbox"/> Please do not publish phone /email in CDSS Members List.
<input type="checkbox"/> This is a gift order. |
|---|--|

Formats: BK (book), CAS (cassette), CD, VID (video), DVD, Other

QTY	FORMAT	AUTHOR/TITLE	PRICE EACH	TOTALS

SUBTOTAL	
10% CDSS MEMBER DISCOUNT	
BALANCE	
5% SALES TAX (MA residents only)	
MEMBERSHIP	
SHIPPING (see chart below)	
DONATION <input type="checkbox"/> I wish to donate anonymously.	
GRAND TOTAL (U.S. FUNDS)	

CONTACT INFORMATION

Very Important:

Home phone: (____) _____ Day Phone: (____) _____
 Email: _____

CREDIT CARD PAYMENTS

- VISA MASTERCARD

Card No. _____ Exp. Date _____
 Cardholder's Signature _____

ORDER INFORMATION

All orders must be prepaid. We accept personal checks, money orders, VISA or MasterCard. We encourage payments by credit card. Canadian and overseas orders must be paid in U.S. funds. There is a \$5.00 service charge for returned checks.

Complete orders are shipped within 5 working days of receipt. Unless instructed otherwise, we hold partial orders for up to 15 working days to complete them. We then fill them as best we can and send them with a refund (if you paid by check) and status report for items not shipped.

SHIPPING METHODS AND RATES (for each address mailed to)

<p>BASIC U.S. RATES</p> <table style="width: 100%;"> <tr> <th style="text-align: left;">Total of Order</th> <th style="text-align: left;">Shipping & Handling</th> </tr> <tr><td>\$0 to \$5</td><td>\$2.00</td></tr> <tr><td>\$5.01 to \$16</td><td>\$3.50</td></tr> <tr><td>\$16.01 to \$30</td><td>\$4.50</td></tr> <tr><td>\$30.01 to \$60</td><td>\$6.00</td></tr> <tr><td>\$60.01 to \$100</td><td>\$9.50</td></tr> <tr><td>\$100.01 and up</td><td>\$10.50</td></tr> </table> <p>CDSS members receive free basic shipping on orders \$250 and up (after discount).</p>	Total of Order	Shipping & Handling	\$0 to \$5	\$2.00	\$5.01 to \$16	\$3.50	\$16.01 to \$30	\$4.50	\$30.01 to \$60	\$6.00	\$60.01 to \$100	\$9.50	\$100.01 and up	\$10.50	<p>EXPEDITED RATES</p> <p>Priority, 2nd Day, overnight or any other expedited service will be charged actual cost plus \$2.00 handling.</p> <p>CANADA, OVERSEAS AND APO ORDERS</p> <p>We will charge the actual shipping cost plus \$3.00 handling. If paying by check please call for rates. If paying by credit card we will add the total shipping and handling charges to your bill.</p>
Total of Order	Shipping & Handling														
\$0 to \$5	\$2.00														
\$5.01 to \$16	\$3.50														
\$16.01 to \$30	\$4.50														
\$30.01 to \$60	\$6.00														
\$60.01 to \$100	\$9.50														
\$100.01 and up	\$10.50														

Please make checks payable to CDSS

FOR OFFICE USE ONLY	
DATE _____	
\$\$ _____	
SHIPPED _____	
VIA _____	
web 1.08	

HOW TO ORDER

Of course, you may simply fill out the Order Form on the next page and send it, with your payment, to us by mail at: P.O. Box 338, Haydenville, MA 01039-0338. Or you can order by phone, email, or fax as follows:

TELEPHONE ORDERS

Our number is 413-268-7426 ext. 2 and our office hours are 9:30am to 5:00pm EST Monday-Friday. When you call, please have the following information ready: titles, formats, your credit card number, and shipping and billing addresses.

E-MAIL ORDERS

Simply send a message to sales@cdss.org – but please make sure all the information required on our order form is contained in your email!

WEB ORDERS

Our annotated Catalog at www.cdss.org/sales has printable order forms and order information in HTML and PDF formats.

FAX ORDERS

Please use the Order Form on the following page to fax in your order. If you need another one, let us know. Our fax number is 413-268-7471.

PAYMENT

Orders must be prepaid using credit card, personal check, or money order. We encourage credit card payments, since they are easier for us to process.

We accept **MasterCard** or **Visa**. Please print your card number and expiration date clearly on the Order Form. We will bill you only for items we send.

If you pay by check or money order and we are unable to fill all or part of your order, we will send you a refund. There is a \$5.00 service charge for all checks returned for any reason by our bank. Please make checks payable to CDSS.

CANADIAN AND OVERSEAS ORDERS

We encourage credit card payments for foreign orders. If this is not possible, you may send an International Money Order or pay with a check. Your check must be drawn on a U.S. bank or branch. The U.S. branch number and “U.S. Funds” must be preprinted on the check.

PRICES

Prices are subject to change without notice. They often fluctuate, especially on imported items and those which have been out of print. We will notify you before shipping if your order total has increased by \$5.00 or more.

DISCOUNTS

CDSS members receive a 10% discount on all materials *except* items on sale. If you join when you order, you may apply the discount to this order. CDSS members receive free basic shipping on orders \$250 and up (after discount).

SHIPPING

Choose one of these shipping options.

BASIC U.S. RATES –

Total of order	Shipping & Handling
\$5 or less	2.75
\$5.01 to \$25	5.00
\$25.01 to \$50	6.50
\$50.01 to \$100	8.75
\$100.01 and up	10.25

CDSS members receive free basic shipping on orders \$250 and up (after discount).

EXPEDITED RATES (PLEASE INQUIRE) –

Priority, 2nd Day, overnight or any other expedited service will be charged actual cost plus \$3.00 handling.

FOR CANADA, OVERSEAS AND APO –

We will charge actual SURFACE shipping cost (or AIR if requested) plus \$3.00 handling. Charges vary depending upon the destination country, weight and value of the parcel. Upon request, we can prepare a pro-forma invoice including the shipping charges prior to shipment. If paying by check please call for rates. If paying by credit card we will add the total shipping and handling charges to your bill.

Orders \$50.00 and under generally are shipped via U.S. Media Mail, unless requested otherwise.

HOW WE SHIP

Orders over \$50.00 generally are insured and shipped via UPS Ground (or U.S. Mail Priority if the destination address is a P.O. Box), unless requested otherwise.

Canadian and overseas orders are shipped surface or via the least expensive mail option, unless requested otherwise.

Orders are shipped within five working days of receipt. We will hold your order for up to 15 working days to complete it unless you instruct us otherwise. At that time, we will fill it as best we can and send it with a refund (if you paid by check) and status report for items not shipped. We will keep a record of items we were not able to ship and notify you when they are in stock again.

DAMAGED PACKAGES

If your package was shipped via UPS and arrives damaged, save all packing materials and call your UPS office to make a claim. For U.S. Mail shipments, call us and we will send you a replacement.

RETURNS & EXCHANGES

DEFECTIVES

Return any defective items within 30 days with a copy of your invoice and an explanation of the problem; we will send you a replacement.

MISSHIPMENTS

We hope we never send you something you did not order, but if we slip up, return the item with a copy of your invoice and an explanation of the problem. We will reimburse you for shipping and send you either the right item or a refund for it. If you wish to keep the item, please notify us so we can adjust our inventory.

REFUNDS & EXCHANGES

Items that are returned, either for a refund or to be exchanged, must be returned within 30 days, in their original packaging, unused, and in resalable condition. Please package the item securely and enclose a note letting us know if you want a refund or what item(s) you'd like in exchange. For your own protection, we encourage you to insure return shipments.

For returns, we will refund the amount you originally paid for the order. For exchanges, we will bill you for any cost differences plus shipping and handling.

GIFT CERTIFICATES

Send payment of \$3.00 for processing plus the amount you wish to give as a gift with the name and address of the lucky person(s). We will send them a price list and their gift certificate. You may send along a personal card for us to enclose if you wish.

GIFTS

We are happy to send gifts directly from CDSS to your friends. Please send postage for each gift package and a personal card to enclose. Sometimes a gift package is refused because the person is not expecting it, so do let your friend know a surprise is on the way.

MAILING LIST

When you request information or place an order, we automatically place your name on our mailing list. If you do not wish your name to be shared with other organizations, please let us know with your order or request. We remove names after four years if we don't hear from you again.

WHOLESALE INQUIRIES

CDSS-produced books and recordings (except those on sale) are available at wholesale rates. These items are indicated in this Price List and on the back cover. Please inquire about our discount schedule and terms. We are happy to refer you directly to suppliers of other items whenever possible.

THANK YOU FOR ORDERING!