



Purchase Orders FAQ

At **Gollihur Music**, we happily (and regularly) accept approved* Purchase Orders from Schools, Universities, Colleges, and Military Organizations based in the United States. (* *approved by your purchasing department*)

Purchase Orders are accepted from **schools** and **universities** that are based in the United States. We also may accept purchase orders from certain U.S. Military organizations.

You may easily get **costs and shipping rates** by entering the items and quantities that you need into our online shopping cart (add *all* desired items to the cart to compute a total using *combined* shipping costs). Alternately, you can email us with a list to confirm the items and shipping costs, or call us on the phone to quote you over the phone.

Simply contact us by email or telephone if you need us to provide a formal quotation or a pro-forma invoice. If you are contacting us by email, please include a full shipment address with your request, so that we can properly compute shipping charges.

We are happy to provide any reasonable pre-purchase paperwork (W9, business certificate, etc.) you may require.

Bid Requests: If you have a bid request for specific items we carry, contact us and we will reply with an email address to send it to. However, if your school is sending out a giant, 20+ page, general bid request to dozens of vendors, with a wide variety of various products (the vast majority of which we don't carry), know that we have neither the time nor the personnel to accommodate "cattle-call" bid requests.

TERMS: Our stated terms are **Net 30**, (meaning payment is required within 30 days of receiving our invoice) but we can be flexible with school districts who can only cut checks once a month. Please politely ask them not to make us beg, though. We're hustling to get you your stuff as fast as possible, and we appreciate the same consideration in return.

TAXES: We are based in the state of New Jersey, and are therefore required by law to charge tax to orders paid from and/or shipped to NJ. Outside of NJ, we do not require tax exemption paperwork unless we specifically ask for it.

Submitting Your PO

You may mail the completed purchase order, or fax it to us at 856-417-3567. We can also accept purchase orders sent by email in PDF format; you can use our contact us form to initiate contact, and you can attach the file once we have a dialogue started. We cannot accept PO numbers over the phone. We need an official, confirmed school purchase order on official paperwork, which has been authorized and signed by your school's or organization's purchasing department.

Our Mailing Address for Purchase Orders:

Gollihur Music, LLC
503 Fislerville Road
South Harrison Twp, NJ 08062

Once we receive your PO, we will process and ship quickly and efficiently; we send out the product as quickly as we do with other orders (ask around - it's really fast.) It's usually the same day - and often within the same hour - that we receive your PO. We email to confirm shipments ASAP, with tracking numbers.

INVOICING: We'll send a payable invoice by postal mail (or email, if that's what your Purchasing Department prefers) the same day we ship out the products. When we bill your accounts payable, we will furnish our invoice, as well as our W9 form, a photocopy of the Purchase Order, and a very nice letter saying hello. If the purchase order specifies anything else that is needed, we will (of course) provide those items as well.

Minimum Order Requirements

Due to the extra costs and paperwork involved, we do not accept a Purchase Order for orders valued under \$100.

Thank you!

Mark Gollihur 