

**How to order Items From
THE CSTM MAIL ORDER SERVICE FOLK CATALOGUE**

1. **Fill in your name, address and postal code** in the appropriate place on the order form or to be sure to include this information in your letter.
2. **Please provide the quantity, stock number, title and price** for each item you wish to order. Prices and stock numbers are listed immediately underneath the description of the album in the catalogue. The "Members" prices are available only to CSTM members (individuals, seniors, and students). Otherwise the figures listed under "Non-Member" in the catalogue should be used.
3. **Calculate postage costs** and include them with your payment. For CD's and cassettes the postage is \$3.00 for the first item and \$1.00 for each one thereafter. Multiple CD sets should be counted as more than one item (e.g. a three CD set should be counted as three CD's). For books, the postage is \$2.00 for the first item and \$.75 for each one thereafter. Orders from outside North America will be billed for any costs exceeding these rates. Unless otherwise requested, foreign orders will be posted via Surface Mail.
4. **If appropriate, you can also submit your CSTM membership dues** with your order. If you are just joining CSTM, and you include your dues payment with your first order, you qualify for the lower "Member" prices. Individual memberships are \$25.00/year and include subscriptions to our two publications as well as your discounts. Dues for underemployed (unemployed, seniors and students currently enrolled in educational programs) are \$15.00/year. Membership fees for organizations and institutions are \$35.00/year.
5. **Calculate total.** Add up the total and pay with a cheque or money order made out to the *Canadian Society for Traditional Music* or simply include both your Visa number and expiry date. Foreign orders may pay in their home currency, suitably pro-rated to the current exchange rate.
6. **Mail your order and payment to:**
CSTM Mail Order Service
Box 65066 North Hill Post Office
Calgary, Alberta, Canada T2N 4T6

**Additional copies of the CSTM Mail Order Service Folk Music Catalogue
can be obtained on request at no additional cost when you place an order.**

Tell your friends about us!

CONDITIONS OF SALE

Availability of Recordings: All recordings listed in the catalogue were in stock at the time the catalogue was prepared. Orders, then, will be filled promptly. In the event there is a run on a specific title and supply is not available, the remainder of your order will be filled and you will be written indicating the status of the unavailable title. At that time you will be given the option of waiting for the back order to come in, purchasing another title or asking for a refund.

Orders must be Prepaid: Orders will be shipped upon receipt of complete payment. Should you overpay an order you will be issued a "discount coupon" that can be applied to your next purchases. In the event of underpayment, you will be billed for the difference prior to shipping. Institutional orders should use their own invoicing processes.

Transactions are Final: If you wish to return unopened merchandise, please write us first. Once opened, they are not returnable.

Damage and Faulty Recordings: Albums found faulty due to manufacturing will be replaced if returned to CSTM. Any items damaged during shipment will be replaced upon written description and return of the damaged goods.

Price Changes: While all effort will be made to maintain the listed prices, all prices are subject to change without notice.

MAIL ORDER FORM

(Please refer to instruction sheet)
(OrdrForm.pdf)

Date: _____

Name: _____

Address: _____

Postal Code: _____

Email (if applicable) _____

CD's, CASSETTES, RECORDS, & BOOKS (Members Prices apply only to CSTM members)

Quantity	Stock Number	Title	Price

POSTAL CHARGES	
CSTM MEMBERSHIP FEE (Please refer to instruction sheet)	
TOTAL (Payment enclosed)	

Method of Payment (Please check)

Cheque (payable to the Canadian Society for Traditional Music)

Money Order (payable to the Canadian Society for Traditional Music)

Visa: Account Number _____

Expiry Date: _____ Signature _____

Please send this order form, along with your payment, to:

**The CSTM Mail Order Service
Box 65066 North Hill Post Office
Calgary, Alberta, Canada T2N 4T6**