

ORDER FORM

Please complete all items relevant to your order. **Orders are entered in order of DATE MATERIALS REQUIRED, so be patient for your order to be entered.**

Date _____ Email _____ Fax/Tel _____

Date Materials REQUIRED: ____/____/____ Please do not write "ASAP". **Orders will be charged a rush fee of €150 – VAT excl. – IF materials are required to ship from our office within 2 weeks - 10 business days excluding holidays – of ordering.** All other orders need a minimum of 10 business days to be properly processed. Standard Rental Period is 12 weeks prior to the (first) performance date. Thank you for planning ahead. Please visit our website for more information.

Name of Organization: _____ Costumer Number: _____

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Professional Orchestra | <input type="checkbox"/> School/University | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Amateur Orchestra | <input type="checkbox"/> Professional Ensemble | _____ |
| <input type="checkbox"/> Student Orchestra | <input type="checkbox"/> Amateur Ensemble | |

Shipping Address: _____

Billing Address: _____

Tel: _____

Tel: _____

Composer: _____

Piece: _____

(Each Complete Set includes 1 set of Ww., Brass, Perc., 1 set of Strings and/or Vocal Scores and 1 Full Score)

String Count Required: ____/____/____/____/____ Please note: we attempt to match string requirements. In the event that sufficient strings are not available, permission to photocopy strings may be granted.

Additional Materials: _____

Number of Performances: _____

Details:

Performance Date(s): _____

Conductor: _____

Soloist(s): _____

Authorized Uses (check all that apply):

- Public Performance
- Performing only portions of piece (# of minutes _____)
- Student recital – Performance to fulfill degree requirements
- Free performance for children/educational concert
- Recording
- Radio Broadcast
- Television Broadcast

Preferred Shipping Method (Please choose one):

- | | |
|---|------------------------------|
| <input type="checkbox"/> Normal Post | <input type="checkbox"/> DHL |
| <input type="checkbox"/> CTT Expresso (Portugal only) | <input type="checkbox"/> UPS |

How long does it take to process a rental order?

All orders require at least **TEN BUSINESS DAYS** to prepare upon receipt of a completed rental order form. This means we will not ship from our Lisbon office until after 10 business days. For maximum efficiency in managing high volume, we process orders according to Date Materials Required rather than the date you place your order. We recommend that you send in an order form at least 4 to 6 weeks BEFORE you require materials in hand.

How long can we have rental sets?

Materials can be rented 12 or 20 weeks before your (first) performance date, but you may not receive them sooner than 11 business days from the date you place the order without incurring our rush fee.

When is an order considered a RUSH order?

Rental requests that do not leave at least 10 business days before shipment from our Lisbon office are subject to a €150 fee in addition to rental, shipping and handling fees.

When will our order arrive (Date Materials Required)?

Orders are scheduled to arrive by the date you specify on the "Date Materials Required" section of our order form. Rental orders that do not specify a Date Materials Required will NOT be processed. We recommend that you do not schedule rehearsals on the date you expect to receive your materials.

What if we want to extend our rental?

After the first rental period, any extension is charged for each 4 weeks period and in a maximum of 3 extensions. You must notify us in writing at least 5 days before the end of the first rental period to arrange an extended rental.

How does Scherzo Editions determine rental prices?

Prices are determined using three criteria and are not inclusive of shipping and handling charges:

1. Type of performing;
2. Duration of the work as determined by Scherzo Editions;
3. Size of orchestration (Orchestral, Chamber orchestra, or Ensemble) as determined by Scherzo Editions.

What is the definition of an "Educational Concert"?

An "Educational Concert" is a performance given for a secondary school audience where an orchestra performs a "run-out" concert at the school, or the children are bused in during school hours, and where no ticket fees are charged. There is a discount on rentals for these types of performances.

There is a special rate for student recitals ONLY if they are adjudicated performances for a degree requirement. We will not rent sets to individual students. Please have your school's ensemble library or music department administrator contact us to process your order or to set up an account.

What if we want to record our concert?

If you are recording this concert for commercial use, you must contact your country's Collective Society.

What if we want to broadcast our concert?

Local radio or cable broadcasts of performances are charged based on your country's Collective Society. There is no limit on the number of broadcasts.

May we have advanced scores, strings or wind sets?

In the event that you must receive masters or scores earlier than 12 or 20 weeks before your performance, we charge an administrative fee of €10 per part and €20 per score plus shipping. Advanced materials will not be sent out more than six months before a performance. ALL advanced part orders are subject to our rush fee policy. Please plan accordingly.

What if we lose a part?

All sets returned incomplete are assessed a missing parts fee of €25 per part and €175 per full score. Except in the case of large sized opera sets, all returns must be returned in a single package. Please notify us in writing of any unusual circumstance regarding the materials' return. If you return missing parts back to us, we will refund 50% of the missing parts fee.

What if we cancel our performance?

There is no fee for concert cancellations that occur before materials have been shipped out from the library. Concerts cancelled AFTER materials have been shipped but BEFORE the performance date, will incur a €75 fee in addition to shipping charges. Rental fees will be credited. Concerts cancelled AFTER the performance date listed on your order form will not be credited.

All cancellation notices must be made in writing.

Our rental set is missing a part. What do we do?

Please check your set against the packing slip immediately upon receipt of materials. DO NOT WAIT UNTIL IT IS TOO LATE. We are not responsible for problems resulting from missing parts if they are reported to us more than 1 week after the arrival date. Notify us if you are missing a part via skype (connection available on our website), phone (+351) 218235578 or emailing orders@scherzoeditions.com, detailing the situation and your transaction number.