

# ALFRED MUSIC

DEALER DISCOUNTS & POLICIES

USA & CANADA



**Alfred Music**  
LEARN • TEACH • PLAY

Effective January 1, 2016

## Discount Schedule

Dealer discounts are determined by 2 primary factors:

### 1. ANNUAL PURCHASING VOLUME

- Discounts are calculated based on your purchases in the last calendar year.
- When dealer purchases qualify for an increased daily discount, the discount will be reflected on future invoices.
- Each year dealers will receive a letter stating the discount schedule and your annual purchasing volume for the previous year.

### 2. NEW ISSUE PROGRAM

Alfred Music's New Issue subscription program offers increased discounts to dealers who enroll using the included subscription form (see page 6). Discounts vary by category enrolled, and can be as high as 55% with 90 days dating. And, if you reorder within 30 days of your initial New Issue order, your New Issue discount still applies. For reorders placed after 30 days from your initial New Issue order, the discounts available for Platinum, Gold, and Silver dealer status vary based on subscribed and unsubscribed categories as shown in the charts below. Please complete and send in your New Issue subscription form today!

#### DISCOUNT SCHEDULE

Annual Purchases	New Issue Categories		Non-New Issue Categories	
	<u>Daily</u>	<u>Stock</u>	<u>Daily</u>	<u>Stock</u>
\$40,000+	50%	55%	45%	50%
\$15,000 – \$39,999	48%	53%	43%	48%
\$1 – \$14,999	45%	50%	40%	45%

## e-Commerce Dealers

### STOCKING E-COMMERCE DEALERS

"Stocking" e-Commerce dealers purchase our products and then ship to their customers using their own facilities. The applicable discount is based on annual purchase volume per the discount schedule above.

### NON-STOCKING E-COMMERCE DEALERS

A dealer is considered a "non-stocking" e-Commerce dealer when 25% or more of their annual purchases volume is drop-shipped directly from Alfred Music to the dealer's customers.

Non-Stocking e-Commerce dealers receive the following discounts based on their annual purchases\*:

\$70,000+	35%
\$30,000 – \$69,999	30%
\$1 – \$29,999	25%

- The dealer is responsible for all shipping charges.
- Drop ship and minimum order charges do not apply to Non-Stocking dealers.

*\*Exceptions and restrictions may apply. Please contact your Alfred Music Sales Representative for details.*

# Ordering Guidelines

- The minimum for any order is \$25.00.
- Provide your customer account number (found below "Ship To" address on invoice).
- Order using any of the following item ID numbers: Alfred Music product number, ISBN (International Standard Book Number), or UPC (Universal Product Code).
- If applicable, include the name of the Dealer Special or coupon code in order to get the benefit.

## DROP SHIPMENTS

- A \$5.00 drop-ship fee is added to print music orders drop-shipped to locations other than dealer-owned branch stores.
- A \$10.00 drop-ship fee will be applied to instrument pack orders to locations other than dealer-owned branch stores.

## EXPEDITED ORDERS

- Expedited orders must be received by 11:00 a.m. PST / 2:00 p.m. EST for same-day processing.

## FAXED OR EMAILED ORDERS

- Faxed or e-mailed orders must include Alfred Music-recognized item ID numbers for immediate processing. Delays or misinterpretations may occur if item ID numbers are not provided.
- Include dealer account number and clear shipping instructions to facilitate accurate order fulfillment.

## NEW CUSTOMERS

- The minimum opening order is \$250 wholesale net (dealer cost after wholesale discount).
- All orders require credit card pre-payment or C.O.D. until Alfred Music credit application is approved.

## STOCK ORDERS

- Stock Orders offer extra discount and extended dating (see page 2 for the Stock Order Discount Schedules).
- The minimum dollar amount to qualify as a Stock Order is \$1,500 wholesale net (dealer cost after wholesale discount).
- Stock Orders must be paid on time to keep the stock order discount.
- Prior Stock Order and associated late fee (if any) must be paid in full before subsequent Stock Order may ship.
- Two Stock Orders per year are allowed, one during each of the following periods:

Stock Order Season	Ordering Period	Payment Terms
Summer Stock Order	April 1 – June 25	90 Days
Winter Stock Order	October 1 – December 15	90 Days

## BACKORDERS

Backorders refer to items that are not in stock at the time of order. Dealers may elect to accept backorders or not on their account. New accounts are automatically coded to not accept backorders. Talk to your Sales Representative about accepting backorders and the options that are available.

- Backordered items will be invoiced at the discount set at the time of the original order.
- If the total of the backorder shipment is less than \$20.00, shipping charges will be not be added.
- Items on backorder will be listed on the invoice, but not on the packing slip that ships with the original order.

## Ordering Options

Phone: (800) 292-6122

Fax: (800) 632-1928

Email: sales@alfred.com

Online: alfred.com/dealer

For your convenience, our Dealer Access website is available 24 hours a day, 7 days a week for many of your customer service needs including online ordering, order tracking, and additional sales and marketing resources (see page 5 for more details). To utilize our Dealer Access website, you must first complete and submit a Dealer Log-In Consent Form or simply sign up on alfred.com/dealer.

## Discount Schedule Exceptions

Wholesale discounts for certain items are different from the published discount schedule. Examples include:

### 40% MAXIMUM DISCOUNT

- advance music
- Carisch
- CME XKey
- MakeMusic Products
- Michiko Yurko Products
- Paul Beuscher Publications
- Schaum Publications

### 45% MAXIMUM DISCOUNT

- Dover Publications (see details below)
- Jamey Aebersold Jazz
- Naxos Classical Music CDs
- Suzuki Methods

### 30% MAXIMUM DISCOUNT

- Expressions Music Curriculum™  
(Does not include Band/Orchestra Expressions™)
- WEA Concert DVDs
- WHV Concert DVDs

*\*Additional exceptions and restrictions may apply. Please contact your Alfred Music Sales Representative for details.*

## Dover Publications Discount Schedule

Discounts for dealers enrolled in the Dover New Issue Program are determined by the quantity of Dover units on each order. Those not enrolled receive a maximum 33.3% discount regardless of quantity ordered.

Dover Books per Order	With Dover New Issue	Without Dover New Issue
1000+	45%	33.3%
500 – 999	44%	33.3%
250 – 499	43%	33.3%
100 – 249	42%	33.3%
1 – 99	40%	33.3%

# Payments & Returns

## PAYMENT POLICY

- Wholesale discounts are offered with the expectation that invoices will be paid on time.
- Invoices are due and payable within 30 days of the invoice date unless otherwise stated.
- Customers with annual purchases less than \$500 must pre-pay via credit card, accept orders C.O.D., or re-apply for credit.
- Payments are accepted via check, ACH, money order, wire transfer, VISA, MasterCard, Discover, and American Express.
- Credit card numbers are not kept on file. If paying by credit card, dealer must provide valid credit card information at the time of each transaction.

## RETURN POLICY

**Returns are accepted only when there is:**

- 1) Defective merchandise
- 2) Shipping error

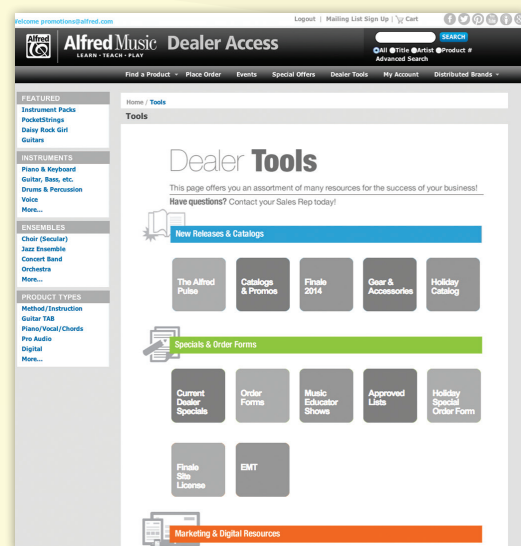
- All sales are final unless indicated on invoice.
- Alfred Music will not accept returns without prior written authorization.
- Requests for returns must include the corresponding invoice numbers.
- Alfred Music will not authorize or accept returns for items purchased after one year from the original invoice date.
- Restocking fees of 15% will apply to any return not due to defective merchandise or shipping error.
- In the event defective merchandise is received or there is a shipping error, a written return authorization and approved shipping label must accompany the product. These can be obtained from your Alfred Music Sales Representative or online at [alfred.com/dealer](http://alfred.com/dealer). Unauthorized returns will not be credited and will be returned to you or discarded.
- Properly labeled packages must be sent to Alfred Music's Distribution Center in Oriskany, NY. The address will be printed on your orange R/A labels. DO NOT send returns to Alfred Music's corporate office in Van Nuys, CA. Those packages will be refused.
- Return requests for defective or incorrectly shipped items must be made within 30 days of receipt of the product.
- Campus Bookstores: Classes that are canceled will be allowed up to 30 days of invoice date for exchange privileges. Documentation from administration office or professor must be provided. We DO NOT accept overstock returns.

# Dealer Resources

## DEALER ACCESS WEBSITE

### Features:

- Place orders and check order status
- Learn about special promotional offers
- Download marketing tools and templates
- View catalogs, promotions, and issues of the Pulse
- Learn more about our programs and policies
- Search for product information and availability
- View calendar of events
- Download image and data files including cover scans, table of contents, sample pages, audio clips, and video trailers



**Visit [alfred.com/dealer](http://alfred.com/dealer) to get started!**



## NEW ISSUE SUBSCRIPTION FORM

Category	Min. Quantity	New Issue Discount	Category	Min. Quantity	New Issue Discount
<b>Keyboard</b>			<b>Instrumental</b>		
___ Keyboard Method & Instruction	2	55%	___ Band Methods & Materials	2	55%
___ Keyboard Sheets – Solos & Duets	2	55%	___ Instrumental Methods & Materials	2	55%
___ Supplemental Keyboard Books	2	55%	___ Instrumental Solos Bks (Non-Pop)	2	55%
___ Keyboard Classical & Masterwork Editions	2	55%	___ Instrumental Mixed Folios (Pop)	2	55%
___ Keyboard Media	1	55%	___ Instrumental Ensembles	2	55%
___ Keyboard Gear & Accessories	1	55%*	___ Instrumental DVDs (non-Kybd or Fret)	2	55%
___ Organ	1	55%	___ String Methods & Materials	2	55%
<b>Popular Piano/Vocal</b>			___ String Folios (Non-Pop)	2	55%
___ Personality Folios	2	55%	___ String Folios (Pop)	2	55%
___ Mixed Folios	2	55%	___ String Collections	2	55%
___ Sheets	2	55%	___ Drums/Snare Drum/Drumset	2	55%
<b>Guitar/Fretted</b>			___ Mallet/Melodic Percussion	2	55%
___ Fretted Instrument Instructions	2	55%	___ Drum DVDs	2	55%
___ Fretted Personality Folios	2	55%	___ Band Gear & Accessories	1	55%*
___ Fretted Mixed Folios	2	55%	___ String Gear & Accessories	1	55%*
___ Fretted Sheet Music	2	55%	___ Percussion Gear & Accessories	1	55%*
___ Fretted Gear & Accessories	2	55%*	<b>Instrumental Performance</b>		
___ Guitar Media	2	55%	___ Young Band	2	55%
<b>General Music Theory</b>			___ Concert Band	2	55%
___ Theory Books	2	55%	___ Marching Band	2	55%
___ Theory & General Software	1	55%	___ String/Full Orchestra	2	55%
___ Teaching Aids	2	55%	___ Jazz Ensemble	2	55%
___ Textbook/Reference Books	1	55%	<b>Suzuki</b>		
___ Jazz Education/Improvisation	1	55%*	___ Suzuki Piano	2	45%
___ Arranging/Composition/Orchestration	1	55%	___ Suzuki Guitar	2	45%
___ Instructional Pro-Audio	1	55%	___ Suzuki Instrumental	2	45%
___ Gear & Accessories	1	55%*	___ Suzuki Strings	2	45%
___ Magazines	1	50%*	<b>Dover</b>		
___ Naxos Classical CDs & DVDs	1	40%	___ Dover Books on Music	2	42%
___ Popular Concert DVDs	2	40%*	___ Dover Piano Music	2	42%
___ Recorders/Pre-Instrument	2	55%	___ Dover Organ Music	2	42%
___ Harmonica	2	55%	___ Dover Vocal Books	2	42%
___ Musical Gifts	1	55%*	___ Dover Chamber Music	2	42%
<b>Choral/Vocal/Handbell</b>			___ Dover Opera Scores	2	42%
___ Secular Choral	5	55%	___ Dover Orchestra Scores	2	42%
___ Sacred Choral	5	55%	___ Dover Study Scores	2	42%
___ Vocal Books	2	55%	<b>Spanish Publications</b>		
___ Handbell	2	55%	___ Keyboard Method & Instruction	2	55%
___ Vocal Accessories	1	55%*	___ PVC Personality Folios	2	55%
<b>Elementary Classroom</b>			___ Fretted Folios	2	55%
___ Classroom Songbooks & Kits	1	55%	___ Theory	2	55%
___ School Musicals	1	55%	___ Brass/Woodwind Instrumental	2	55%
___ Sacred Musicals/Kits/Activity Books	1	55%	___ String Methods	2	55%
___ Classroom Accessories	1	55%*	___ Drums/Snare Drums/Drumset	2	55%
			___ Vocal Books	2	55%

\*Some exceptions and discount restrictions may apply. Contact your Alfred Music Sales Representative for more details.

To enroll, please indicate subscription quantities per category, sign this document, and return to your Alfred Music Sales Representative. Email sales@alfred.com; Fax (800) 632-1928; Mail to: Alfred Music, Attn: Sales Department PO Box 10003, Van Nuys, CA 91410

Dealer Name \_\_\_\_\_ Account # \_\_\_\_\_  
City/State or Province \_\_\_\_\_ Zip or Postal Code \_\_\_\_\_  
Print Name \_\_\_\_\_  
Dealer Signature \_\_\_\_\_ Date \_\_\_\_\_