

HIRE ORDER FORM

Order date	
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CUSTOMER DETAILS

Company/organisation				
Status	<input type="checkbox"/> Amateur	<input type="checkbox"/> Professional	<input type="checkbox"/> Student	<input type="checkbox"/> Other:
			<i>For delivery (if different)</i>	
Name		Name		
Address		Address		
Phone		Phone		
Email		Email		

WORK/MATERIAL DETAILS

Composer/title	
Version/edition <i>if applicable</i>	
Material required <i>Including number of string parts if applicable (standard orchestral set usually 8.7.6.5.4)</i>	

PERFORMANCE/USAGE DETAILS

Number	Date(s)	Venue(s)
Name of performing group(s)		
Conductor		
Soloist(s)		
Details of any recording/broadcast/streaming		
Details of any staging/choreography		
Other order details		

Date materials are required	
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Information for hire customers

Please complete the hire order form and return it to us by email. Once your order has been processed we will send you a hire agreement with details of the hire fees and postage charges.

Materials cannot be sent until we receive the signed hire agreement and payment in full. The delivery time is up to 2 weeks.

The hire material is supplied direct from the publisher, and must be returned to the publisher after use. **Please do not return any materials to our London office.**

Please place orders as early as possible to avoid delays, and no later than one month before the materials are required. **There is an additional late order charge of £50 if material is required less than two weeks from the order date.**

Payment

Our preferred payment method is **Stripe** online card payments. We also accept BACS / online transfer.