## The New Courtly Music Unlimited Shopping Experience

We hope that you are enjoying our new and improved website. We now provide a shopping cart to simplify your shopping experience. Here is a short explanation of the shopping process on our website:

<u>IMPORTANT</u>: For your security, please **DO NOT** include any payment information with your order.

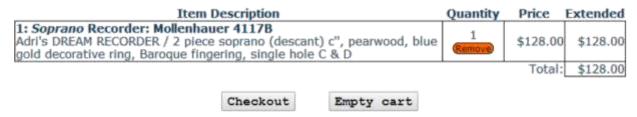
Once we receive your order, we calculate the appropriate sales tax (for NY residents only) and shipping charge. We will then contact you with the total amount of your order to arrange payment. You can mail us a check, give us your credit or debit card information by phone, or request to pay online. You can pay online with a credit card, debit card or an electronic check. If you have a PayPal account, you can use that.

As you browse our catalog, you will see the item prices at the right side. Beneath the price you will find a small orange button marked "Add".



When you press the button, the selected item (with description and price) will be added to your order list.

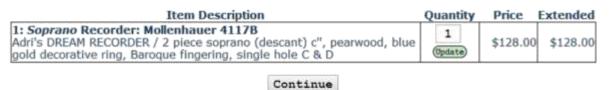
## SHOPPING CART



When your order list is complete, press the "Checkout" button:

## CHECKOUT

At this point you can adjust the quantity of each item by entering the new quantity and clicking the 'Update' button.



Press "Continue", add your contact information and optional comments, and press the "Send order" button; the order will be sent to CMU and you will receive a copy. It's easy and quick!