

ORDERING

Prices are as marked, but are subject to change each time we restock; we'll still send you the items and ask that you remit any difference (when it occurs is usually less than a dollar.) PLEASE include payment with your order; we absolutely can't do CODs. Foreign payments must be made in US dollars, via international money order. Ordinary non-US checks which do not specify that they are payable thru an American bank cannot be accepted, sorry!

Please allow 2-3 weeks for US orders, although we will make every effort to get them to you much before that. Please list alternates, we have a couple thousand items and can't keep everything in stock at all times. Don't forget to put your name and address on your order! Because we don't do credit card orders we will let you call or e-mail a list of items to hold for you until your payment reaches us by mail. We will hold the available item(s) for 7 days while wait for your payment to arrive.

POSTAGE WITHIN THE U.S.:

Media Mail (Special 4th Class)

Postage is free, except for publications marked with an asterisk (*) next to the price. If ordering publications with an asterisk (*) in front of its price with non-asterisked items (records, CDs, shirts, etc.,...), no additional postage is required. If your entire order consist of one asterisk (*) item please add \$1.00 for postage.

Priority 1st Class Postage

If you order only a single CD, 7" or magazine (almost no one does) it cost \$3.50.

All other orders cost, per shipment, \$4.00 for the first \$20 of merchandise, \$1.00 for each additional \$20 of merchandise, and can take two to ten days. Again, please list alternates, credit or refund.

If you request that we ship items individually (for example, if you ask us to send a temporarily unavailable item at a later date by Priority 1st Class but want us to ship whatever is available in the meantime) we require that you send at least \$8.00, or \$4.00 per shipment times two, for shipping.

POSTAGE OUTSIDE THE U.S.:

Surface mail (economy mail)

For surface mail cost, cassettes and asterisk (*) publications count as one 7" record. Compact discs, video tapes, publications, T-shirts and other items count as one 12" record for postage purposes. Double LP's count as two 12" records, obviously.

Surface mail to Canada: add \$2.00 for the 1st 12" record and \$.50 for each additional 12", and \$1.00 for the 1st 7" record and postage for any additional 7" is free.

Surface mail to all other countries: add \$3.25 for the 1st 12" record and \$.50 for each additional 12", and \$1.50 for the 1st 7" record and postage for any additional 7" is free. Surface mail can take 6 to 8 weeks.

Air mail

Please see the other sheet for more details.

TAX

U.S. state sales taxes are covered in the cost.

INSURANCE

U.S.

Add \$1.00 for the first \$50 of merchandise, \$0.50 for each additional \$50 of merchandise.

Outside of the U.S.

Add \$2.00 for the first \$50 of merchandise, \$0.50 for each additional \$50 of merchandise.

If you don't insure it and the Post Office loses or trashes it, there ain't nothin' we can do!

Subterranean Records
PO Box 2530
Berkeley, CA 94702 USA

0206f your name

PLEASE WRITE LEGIBLY!

phone: 415-821-5880
email: subterra@subterranean.org
www.subterranean.org

Address or email change
since our last contact? _____

address

e-mail

| Qty | stock # or label / | artist / | title / | format | price |
|-----|--------------------|----------|---------|--------|-------|
| 1 | | | | | |
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1. If something is temporarily unavailable should we (check one, or number in order of preference):

a. Send alternates? _____ subtotal _____

b. Send credit slip? _____ U.S.: priority 1st class () } postage _____
Foreign: air () surface () } _____

c. Send refund check? _____ insurance _____

d. Hold order until everything is available? (foreign customers only) _____ TOTAL COST _____
dd. The maximum number of weeks that you wish to wait? _____

e. supply when available? (U.S. customers only) _____ subtract credit _____
ee. the maximum number of weeks that you wish to wait? _____ Total payment _____

2. If something is not available anymore should we (check one, or number in order of preference):

a. Send alternates? _____ Please list alternates: _____

b. Send credit slip? _____

c. Send refund check? _____

3. If ordering magazines is it okay to send the current issue as an alternate to unavailable back issues?
Yes _____ No _____

ORDERING FROM SUBTERRANEAN MAILORDER

- To make an order, you can use our orderform, make a computer print out, or simply write it on a piece of paper, but please write legibly.
- If typing or writing your order please, for each item, list: the artist name, title, stock number (or label name), format, quantity (if more than one), and price. After adding up the cost of the items remember to figure in any postage, insurance or credit to the total, if any.
- Prices are as marked, but are subject to change (sometimes going up, sometimes down) each time we restock; we'll still send you the items and ask that you remit any difference (when it occurs is usually less than a dollar, and sometimes there's money to return.)
- PLEASE include payment with your order; we absolutely can't do CODs.
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- Please list alternates, we have a couple thousand items and can't keep everything in stock at all times.
- Don't forget to put your name and address on your order!

● Because we don't do credit card orders we will let you call or e-mail a list of items to hold for you until your payment reaches us by mail. We will hold the available item(s) for 7 days (14 days for customers outside the U.S.) while waiting for your payment to arrive. Please don't abuse our reservation policy by not sending payment: we are simple country girls and you customers are big city men.

● **BIG HINT.** If you email us your reserve list and tell us that you are sending the payment, you will have a much better chance of getting that elusive record than if you wait for a confirmation before sending us the the payment. Capeesh?!

● Returning emails: Please allow us 1-5 days to get back to you. We have an ever changing schedule, and some work days are allocated for other tasks. Even when we have not yet responded to your email we often times have saved you a copy of your requested reserve item(s).

● Please do not bombard us with 4 or 5 emails before your payment has even reached us; we are sure to hate you for it.

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Air mail

● Overseas air mail: Because of varying weights of items of similar formats we offer these rates as **approximate rates only and the actual cost may be higher.** Once we get your order we'll figure out the exact cost and give you credit or refund (tell us which you want) for any remainder.

● In North America please send 25% the cost of CDs and videos and 50% the cost of any other items.

● Western Europe, including Scandanavia, please send 35% the cost of CDs and videos and 70% the cost of any other items.

● Japan, Australia, and New Zealand: please send 45% the cost of CDs and videos and 90% the cost of any other items.

● All other regions: please send 55% the cost of CDs and videos and 110% the cost of any other items.

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Outside of the U.S.

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If you don't insure it and the Post Office loses or trashes it, there ain't nothin' we can do!

ADDITIONAL INFORMATION

If something is temporarily unavailable tell us if we should we (check one, or number in order of preference):

Send alternates,

a credit slip,

a refund check or

supply when available?

(If "supply when available," tell us the maximum number of weeks that you wish to wait)

Send your name, address, list, and payment to:

Subterranean Records

PO Box 2530

Berkeley, CA 94702

USA

phone: 415-821-5880

email: mailorder@subterranean.org

www.subterranean.org