



**PROF-it** 

**Preferred Retailer Online Fulfillment Program**

Dear Valued Retailer,

Hal Leonard is dedicated to providing independent music retailers with the resources and tools they need to succeed in all market channels with all types of products.

Over its many years of existence, the Hal Leonard online referral program has sent millions of dollars in orders from **halleonard.com** to our preferred retail partners like you around the United States and Canada. We are excited to announce several revolutionary upgrades to the Preferred Retailer Online (PRO) program that will transform both your and your customer's online retail experience starting today!

We are proud to announce the launch of the **PROF-it (Preferred Retailer Online Fulfillment)** Program that is replacing the PRO program.

As has always been the case, all consumer purchases on halleonard.com will continue to flow through our brick and mortar and online retail partners. To shorten delivery times, provide up-front shipping and sales tax costs, and improve your customers' overall experience, Hal Leonard will now process orders, ship them directly to consumers, and give you credit for the purchases. We want to make it easier for the customer to support the retailer of their choice and get the products they want as quickly as possible.

In addition to automatically fulfilling orders, the PROF-it program takes your online retail to the next level with:

- **Reports on purchase activity**
- **Shareable URLs coded to your checkout**
- **An in-store pickup option** (to be enabled when retail shopping returns to normal)

With the custom coded URL, you can think of halleonard.com as your organized and up-to-date turn-key web store for the industry's best in print music, instruments, and accessories.

As a preferred retailer, you receive a **15% commission on orders fulfilled on your behalf**, no matter the destination or time of day. For more information on PROF-it please see the following pages or contact your sales representative today at **1-800-554-0626!**

**Profiting with print has never been easier!**

# ORDER FLOW

THE WORLD'S LARGEST SOURCE FOR MUSIC PUBLICATIONS

HAL LEONARD

HOW TO ORDER | WISH LIST | CART (1) | MAILING LIST

BROWSE PRODUCTS | ABOUT US | MY LIBRARY | LICENSING | DEALER ACCESS | DIGITAL BOOKS

Home > Shopping Cart

### CART

Your current order is displayed below. To change the quantity of an item, change the number displayed in the "Qty" field and then click the "Update Cart" button. When you're ready, click one of the "Checkout" buttons to begin the checkout process.

Remove	Qty	Title	Item #	Type	Unit Price	Line Total
<input type="checkbox"/>	1	100 of the Most Beautiful Piano Solos Ever	102787	Softcover	\$27.50	\$27.50

Subtotal: \$27.50

Update Cart | Save Cart to Wishlist | Email Cart | Checkout - Music Retailer | Checkout - Internet Retailer

WHAT DOES "CHECKOUT - MUSIC RETAILER" MEAN? ^

Local Music Stores play a vital role in the community. By selecting your favorite music retailer, you're helping them to continue to provide the services needed for musicians in your area. Hal Leonard will take care of processing your order and shipping it directly to you, and your store will receive the sales credit.

1. When a consumer adds a product to their cart and begins checkout, they are prompted to choose either a Music Retailer or Internet Retailer to checkout through (note explanation in the dropdown in the screenshot).

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Home > Shopping Cart > Music Retailers

Please find your favorite music retailer from the below list and click on the store name. After you've made your selection you'll have the ability to select to have your products shipped directly to your home or to save shipping charges by going to the store to pick up your order in person.

### UNITED STATES

AK	AL	AR	AZ	CA	CO	CT	DC	DE	FL	GA
HI	IA	ID	IL	IN	KS	KY	MA	MD	ME	MI
MN	MO	NC	ND	NE	NH	NJ	NV	NY	OH	OK
OR	PA	SC	SD	TN	<b>TX</b>	UT	VA	WA	WI	WV

### CANADA

AB	BC	MB	NB	NL	NS	ON	PE	QC	SK
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### TEXAS

<b>AMC MUSIC</b> 4819 Feagan Street Houston, Texas 77007 United States 1-800-833-8432 or 713-802-2900 systems+2652@halleonard.com	<b>CAPITAL MUSIC CENTER</b> 6101 Burnet Rd Austin, Texas 78757-3226 United States 512-458-1933 systems+1752@halleonard.com	<b>CAROLYN NUSSBAUM MUSIC (Plano, TX)</b> 625 Digital Dr Ste 300 Plano, Texas 75075 United States 972-985-2662 systems+4572@halleonard.com	<b>J.W. Pepper</b> 4415 Centerview Dr. San Antonio, Texas 78228 United States 1-800-548-0917 or 210-736-6902 systems+1402@halleonard.com
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2. After choosing the Music Retailer checkout option, the consumer is given a list of states. Clicking on a state brings up a list of preferred retailers. Once they have chosen their retailer, the consumer is given the option of having the order shipped directly to them or picking the order up in the store\*.

\*Note: the pick-up option is disabled during the COVID 19 pandemic. It will be enabled when retailing and shopping return to normal.

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HAL LEONARD

HOW TO ORDER | WISH LIST | CART (1) | MAILING LIST

BROWSE PRODUCTS | ABOUT US | MY LIBRARY | LICENSING | DEALER ACCESS | DIGITAL BOOKS

Home > Shopping Cart > Shipping Method

### SHIPPING METHOD

Please note: All duties and customs are the responsibility of the customer. Expedited orders (next-day, 2-day, and 3-day) must be submitted by 11:00 am CST, Monday through Friday, to ensure prompt delivery. UPS will not ship to a business address if the business name is not included in the shipping address.

#### SHIPPING COMPANY

FEDERAL EXPRESS | Next

#### SHIPPING METHODS

<input checked="" type="checkbox"/> FEDEX HOME DELIVERY	\$6.45
<input type="checkbox"/> FEDEX 2 DAY BY END OF DAY (RESI)	\$20.45

3. After selecting their retailer and delivery option, the consumer chooses a shipping method. Costs are provided up front.

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Home > Shopping Cart > Shipping Method

### ORDER SUMMARY

#### YOUR INFORMATION

##### SHIPPING INFORMATION

Hal Leonard Test  
7777 W Bluemound Rd  
Milwaukee, WI 53213  
United States  
Phone: 4147743630

[Change](#)

##### PREFERRED MUSIC STORE

HAL TEST ACCOUNT - 2  
3728 Pepper Ridge Rd  
Madison, WI, United States  
414-774-3630  
systems+2462@halleonard.com

[Change](#)

##### BILLING INFORMATION

Hal Leonard Test  
7777 W Bluemound Rd  
Milwaukee, WI 53213  
United States  
Phone: 4147743630

[Change](#)

#### ORDER DETAIL

[MODIFY YOUR ORDER](#)

Qty	Title	Item #	Type	Unit Price	Line Total
1	100 of the Most Beautiful Piano Solos Ever	102787	Softcover	\$27.50	\$27.50

Subtotal: \$27.50

[Change Shipping Method](#) Shipping: FIRST CLASS / PRIORITY \$5.95

Tax: \$1.84  
Total: \$35.29  
Suggested U.S. Retail

[PayPal Checkout](#) | [Pay with Credit Card](#)

4. The consumer is given an order summary, confirming again their preferred retailer and billing and shipping information. The order summary includes shipping cost and sales tax in addition to the cost of products. Consumers can checkout with credit card or PayPal.

# ORDER CONFIRMATION



HAL LEONARD

## Order Confirmation: Order #5751626

Thank you for using the Hal Leonard Preferred Retailer Ordering system. Hal Leonard will ship your order on behalf of your preferred music store **HAL TEST ACCOUNT - 2**. If you have any questions regarding your order, please contact customer service by email at [custserv@halleonard.com](mailto:custserv@halleonard.com) or by phone at 1-800-321-3408.

Be sure to reference the order number **5751626** in your correspondence.

### Preferred Music Store

**HAL TEST ACCOUNT - 2**

3728 Pepper Ridge Rd  
Madison, WI 54352-0293  
United States

### Shipping Info

Test  
7777 W. Bluemound  
Milwaukee, WI 53213  
United States

Phone: 4147743630  
Email: [test@halleonard.com](mailto:test@halleonard.com)

FEDERAL EXPRESS  
FEDEX HOME DELIVERY

### Billing Info

Test  
7777 W. Bluemound  
Milwaukee, WI 53213  
United States

PAYPAL EXPRESS

### Order Details

Qty	Title	Item Number	Type	Unit Price	Line Total
1	Czerny – One Hundred Progressive Studies for the Piano, Op. 139	00297115	Softcover	12.99	12.99

Here is an example of the email a consumer sees.

Pick-up orders will continue to be stored in Dealer Access in the PROF-*it* page. These are organized by location. Just select a location to view any pending orders.

## CUSTOM URL

Using your three-digit shopping cart ID number, you are able to create a link that directs consumers to the Hal Leonard website and automatically selects your store for checkout.

To locate your ID:

- Login to Dealer Access at [dealers.halleonard.com](http://dealers.halleonard.com).
- Click the “**PROF-*it* Portal**” in the upper right of the dealer homepage page.
- The next page provides a list of your PROF-*it* locations and their corresponding **PROF-*it* Link**; the URL will be in the format of <https://www.halleonard.com/?pro=XXXX>
- You now have a custom link to [halleonard.com](http://halleonard.com) that pre-selects your store as the checkout option for consumers!

**This link is perfect for your own website, emails, and social media promotion. It is like having the entire Hal Leonard catalog on your site without all the programming and database up-keep!**

## Select Drop Ship

Welcome to the Hal Leonard PROF-*it* Administration pages. Please choose the drop-ship location that you want to work with. Once you select a drop-ship to work with, click on any of the menu options to review current orders or search past orders. Please note that you can only work with one drop-ship at a time, and can switch by choosing **Select Drop-Ship** at any time.

Select Drop Ship

Incomplete Orders

Search Orders

- HAL TEST ACCOUNT 1**  
7777 W Bluemound Rd  
Milwaukee, Wisconsin 53213 | United States  
414-774-3630  
[sales@halleonard.com](mailto:sales@halleonard.com)  
PROF-*it* Link: <https://www.halleonard.com/?pro=852>
- HAL TEST ACCOUNT - 2**  
3728 Pepper Ridge Rd  
Madison, Wisconsin 54352-0293 | United States  
414-774-3630  
[sales@halleonard.com](mailto:sales@halleonard.com)  
PROF-*it* Link: <https://www.halleonard.com/?pro=853>
- HAL TEST ACCOUNT 3**  
928 W Arthur Street,  
Suite 213  
Janesville, Wisconsin 50273 | United States  
414-774-3630  
[sales@halleonard.com](mailto:sales@halleonard.com)  
PROF-*it* Link: <https://www.halleonard.com/?pro=854>
- Pro API test**

See Incomplete Orders for this location