



Bell Crest Park • P.O. Box 1200 • Plumsteadville, PA 18949 • (215)766-7200 • (800) 426-3235

## How to Return Your Choirchimes® to Malmark

### Using Our “Hassle-Free” Shipping Service

1. Include the name and address of your organization or a church business card in each case.
2. Pack all Choirchimes® in their respective carrying cases.
3. Enclose a note detailing any special instructions, concerns, or observations you might have about specific Choirchimes®.
4. Two, three and four octave sets of chimes are packed in their cartons with a cardboard corner on all eight corners for padding and protection. The fifth and sixth octave add-on sets are packed in their cartons with cardboard filler pieces. The longer pieces are placed on the top and bottom with the shorter pieces on the sides.
5. The cartons are numbered to their carrying case number:

#1: $G_4 - G_6$	#5: $E_3 - F_3^\# \& G_7^\# - C_8$
#2: $C_4 - F_4^\# \& G_6^\# - C_7$	#6: $G_2 \& G_2^\#$
#3: $G_3 - B_3 \& C_7^\# - G_7$	#7: $A_2 - B_2$
#4: $C_3 - D_3^\#$	
6. Everything you need to complete your UPS shipment has been enclosed. When the Choirchimes® are packed, call us at 1-800-426-3235. We will then verify your address and availability, and issue call tags through UPS for the pick-up of your Choirchimes®. Once UPS has been notified, you can expect your Choirchimes® to be picked up within 1 – 2 business days.

**Be sure to remove any old shipping labels or blacken them with a heavy marker.**

Any questions, please call us at 1-800-426-3235. After we receive your Choirchimes®, we will evaluate them and call you with our findings.