



**VHSOURCE, LLC**  
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## **CELEBRATE NAUGHTY MARIETTA IN 2010 100<sup>TH</sup> BIRTHDAY YEAR**

Greetings New Purchaser!

Here's a helpful guideline before you purchase:

- 1) Be sure that [vhsource@vherbert.com](mailto:vhsource@vherbert.com) is in your e-mail address book
- 2) Go to [www.vherbert.com](http://www.vherbert.com) and create a username and password for yourself. The means to do that can be found immediately under the brown bar across the top which contains the words Home VHSource VHRP Forum ----- you will find two windows with the word Username and Password inside. To the right of these windows is a person icon with a + sign. Click on that and create a login for yourself.
- 3) Watch your e-mail for a confirmation e-mail. It should show up in under 10 minutes - hopefully much less. It will contain a link for you to click and confirm your registration.
- 4) Once you have confirmed, you must return to the website and login using your new confirmed username and password into the boxes and click on the Green Lock. The site should say, Hi and your name. You are now able to see and do everything on the site including seeing all the samples of each file you will be receiving. If you have ANY difficulty with this, contact me by e-mail at [vhsource@vherbert.com](mailto:vhsource@vherbert.com) and we'll create you manually.
- 5) The second box down from the Username window is labeled "Shop VHSource" - Click on "Victor Herbert" and you will be presented with all the product sections. Click on the production type you are looking to purchase - "Digital Sheet Music," "Orchestrations," "Performance Packages," etc. and you will find what is currently available for purchase.. You do need to know the original name of the piece you are looking for to correctly identify the work.
- 6) As long as you are properly logged in, click on any SAMPLE to see and print out exactly what you will be receiving.

7) Once you are ready to purchase, choose "add to cart" and either move to checkout or keep shopping. The cart will hold everything at once. If you are the least bit nervous about the process you can easily choose to buy one item to see how it works, but you can receive an entire group of song files at once.

7) Once you go to checkout, you will be asked to fill in all your contact information - thus creating a regular account. Be sure to confirm that you have only selected 1 (ONE) item for each song. You have no need of multiple downloads of any single set of files since once you download the file, you are free to print as many copies as you need (i.e., violin parts or the piano vocal)

8) When you are ready to check out, you will be connected to PayPal where you may enter your credit card information - you DO NOT need to have a PayPal Account to pay by credit card. On the left side of the PayPal screen, please read carefully and you'll find a link to by pass PayPal, even if you have a PayPal account. They are sometimes adamant, but ignore them and keep saying you wish to continue without logging in.

9) Once you are approved, you will get an e-mail purchase confirmation for your files (it will say Status: Pending) as well as a DOWNLOAD Link file - The DOWNLOAD Link file will contain ALL your purchases and come AFTER you are notified that your credit card has been approved. Do not try to rush this process and do not try to download from you initial Purchase Order.

10) If you are buying multiple works, I would print a copy of that DOWNLOAD Link File before you begin so you can keep track of 1) the fact that you have downloaded each song completely (sometimes multiple files each) and 2) where you are downloading them to. - I suggest you create either a separate directory for each song or a concert directory to contain all the files. The files are already named as to contents so you should not have to rename anything unless it has for some reason an overly long name which you choose to shorten.

11) You will have **3 (THREE) downloads** available to you over **5 (FIVE) days**. So if you have any sort of problems, contact me and we will solve it immediately. You have multiple tries available to you and time.

12) Everything is a PDF file which opens in any Adobe Reader.

If you have ANY PROBLEMS whatsoever, do not hesitate to give me a call at 917-815-8899. VHSsource prides itself on helping you as quickly and completely as possible.

This is a very exciting new means of sharing the beautiful music of Victor Herbert and I am thrilled you have chosen to play his work.

If you are planning a concert ANYWHERE in the world, I will help you promote it by placing into my Current Productions section of [www.vhssource.com](http://www.vhssource.com). If you or your audience google Victor Herbert, you will find our site within the first 5 entries. Just send me all your concert information or a pdf flyer and post your Concert, including links back to you so folks can

purchase or contact you about tickets. As you explore the site, you will be able to see what others are doing.

If you need any specific research, program notes, or press material on Herbert - I can assist for a modest fee.

If the experience proves positive, please do return and write at least one review with your feelings. By choosing to program Victor Herbert and interacting with VHSsource, you are helping to spread the word about this gorgeous music and playing a big part in returning Victor Herbert to the current orchestral repertoire!

Thank you for shopping VHSsource

Alyce Mott