



ROMAN CATHOLIC
DIOCESE OF ROCHESTER

August 15, 2019

TO: DOR Pastoral Leaders

FROM: Bernard Grizard, Diocesan Director, Department of Pastoral Services

SUBJECT: Direct Liturgical Training Publications (LTP) Ordering for Parishes

The Department of Pastoral Services has a Diocesan account with Liturgical Training Publications (LTP) which offers a discount from the cover prices, which we have been able to pass on to you for many years. I recently spoke with LTP and they can now offer the same discount directly to all our parishes with our Diocesan account.

Effective immediately, you can order your liturgical resources directly from LTP and receive a discount from cover prices when you use our Diocesan (DOR) account number.

Below is information pertinent to LTP Ordering and instructions for placing an order.

✳ **Diocesan (DOR) Liturgical Training Publications (LTP) Account Number**

With the DOR Account Number, you will receive up to 40% off the list price. You **must present the Account Number when you place the order** in order to receive any discount. Instructions are provided in this letter. Please review them carefully.

Please contact Carmen Rollinson for the Diocesan (DOR) Account Number:

Email: Carmen.Rollinson@dor.org | Tele: 585-328-3228 ext. 1318

Liturgical Training Publications (LTP) Contact Information:

Liturgy Training Publications, 3949 S Racine Ave., Chicago, IL 60609

(Phone) 800-933-1800

(Fax) 800-933-7094

(Email) orders@ltp.org

Information when placing an Order:

- The ✳ DOR account number (see above) must be presented at the time of the purchase to receive the Diocesan discount on LTP resources.
- Orders must be placed by email, fax, or phone only! **No online orders please.**
- **LTP will not go back and apply the discount after an order has been placed.** Remember to give the LTP customer service agent the ✳ DOR account number at the beginning of your order.

To place an order, include:

- **Bill to: Give the LTP agent your * DOR account number. The account number must be included at the time of your order to receive your discount.**
- Parish Delivery Address (cannot deliver to a P.O. Box)
- Contact Person and Telephone Number
- Item Number, Title and Quantity for each item you are ordering

You are responsible for processing payment of the LTP invoice upon receipt through your Finance Office.

- Invoices are to be paid direct to Liturgy Training Publications by the parish placing the order. The LTP mailing address can be found on page 1 of this letter.
- An invoice will be included in the shipment to the parish. My office will receive a copy.

Prior permission is required for ALL returns

- Permission may be requested via mail, fax, phone, or e-mail. Materials may be returned within one year of date of shipment if they are the current edition, still in print, and in saleable condition, free of price marks and other store labels. Annual and sale resources are nonreturnable.
- **Returns received without prior permission or in unsaleable condition will not be credited.**
- To expedite the processing of credits, please provide a copy of the invoice or the invoice number, the titles, and quantities being returned.
- Returns are to be shipped via UPS-PREPAID.
- Distributed item will have a short discount.

Errors and Damaged or Defective Shipments:

- Notice must be given at the time of delivery if an error is made on your order or you receive damaged or defective material.
- Please contact a representative so that a correction can be made.

For more information:

Carmen Z. Rollinson, Project Manager, Office of Cultural Ministries
Email: Carmen.Rollinson@dor.org | Tele: 585-328-3228 ext. 1318

It has been a pleasure for my office to provide this service for you over the years. I trust this change will facilitate the process for you. If you have any questions and need some assistance during this transition, please feel free to contact Carmen.

Blessings and many thanks for your ministry.

Bernard Grizard

Bernard Grizard
Diocesan Director
Department of Pastoral Services

A description of frequently ordered resources can be accessed on the Diocese of Rochester website at DOR.org. To access, please visit LITURGY in the Department of Pastoral Services.