



## Instrument Repair Form

### What's the problem?

Please provide as much information you can about the issue(s) you are currently experiencing with your instrument or want addressed. (Examples: stuck slide; dent; needs cleaning; instrument plays sharp/flat; sticky G# key, etc.) Our repair technicians will check the entire instrument, but we want to be sure to address all your specific concerns.

### Contact info for the adult who should be contacted about this instrument repair

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Best Phone #, including area code: \_\_\_\_\_ Type of phone:  Home  Cell  Work

Email Address: \_\_\_\_\_

### How do you intend to have this instrument returned to you?

Ship via UPS to the address shown above (shipping charges will apply)

I will pick it up at the Ellis Music store during business hours

Deliver instrument to a school serviced by Ellis Music

*Instruments are typically left with the instrumental music teacher. It is your responsibility to make arrangements regarding pickup with the teacher and/or school.*

School Name: \_\_\_\_\_

Student Name (if applicable): \_\_\_\_\_

### \*\* Important Shipping Information \*\*

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To ship via the U.S. Postal Service, use this address →

Ellis Music Company  
PO Box 437  
Bethel, VT 05032

Put this completed form inside the instrument case.

To ship via UPS or FedEx, use this address →

Ellis Music Company  
1709 Vermont Route 107  
Bethel, VT 05032

Pack the case in a box so it doesn't move around.

We recommend using a trackable shipping method. You may want to consider insuring your package.