



Instrument Repair Form

What's the problem?

Please provide as much information as you can about the issue(s) you are currently experiencing with your instrument. (Examples: stuck slide; dent in bell; instrument plays sharp/flat, sticky G# key; etc) Our repair staff will check the entire instrument to make sure it's in top condition, but we want to be sure to address all your concerns.

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

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone, including area code: _____

Alternate Phone: _____ What type of # is this? Cell or Work
If providing a work phone, what is the name of the business? _____

How do you intend to have this instrument returned to you once it has been repaired?

- Ship via UPS to the address shown above (shipping charges will apply)
- I will pick it up at Ellis Music in Bethel, Vt., during business hours
- Deliver to a school serviced by Ellis Music
(Instrument will be left with the 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**

To ship via the **U.S. Postal Service**, use this address → Ellis Music Company
P.O. Box 437
Bethel, VT 05032

To ship via **UPS** or **FedEx**, use this address → Ellis Music Company
1709 Vermont Route 107
Bethel, VT 05032

Put this form inside the instrument case.

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

We recommend using a trackable shipping service. You may also wish to pay for your package to be insured.