



Instrument Return Instructions

Students planning to continue in the fall should keep their instruments over the summer. These instructions **ONLY APPLY** to customers who received instruments by delivery to school and **WILL NOT** continue in orchestra after the end of the present school year.

- 1) Call Lisle Violin Shop or email us at lisleviolinshop@gmail.com to get a **Return Authorization Number** at least **TEN** days in advance of the pickup date. Failure to call ahead may result in your account not being credited for the return of your instrument and additional charges. Instruments will be picked up during the last two weeks of school. We cannot schedule pickups after school is dismissed for the summer. If your instrument is not returned by the last pickup for your school, you will need to return it to one of our locations.
- 2) Please mark your case using the form titled "Return to Lisle Violin Shop" and completely fill out the form. Please insert the form as shown in the pictures below so that "Return to Lisle Violin Shop" is visible.
- 3) Give your instrument **DIRECTLY** to your teacher with instructions to return to Lisle Violin Shop.
Do NOT leave your instrument at the school office or abandon it in your locker or on the rack.
- 4) Remove **ALL** personal and accessory items from your case. Return **ONLY** the instrument, bow, and case. Other items, such as music stands, shoulder rests, metronomes, polish, etc. were purchased by you and not included in your contract. If these items are not removed, we will not be able to locate them later to return to you. It is not necessary to clean your instrument. All returned instruments will be thoroughly reconditioned in our workshop. Any instruments, bows, or cases that have been abused or are in otherwise unsaleable condition will be subject to additional charges to your account.
- 5) Upon pickup, your account will be credited for the return and if your account is current, your balance will be cancelled and the account closed. **If a balance remains due on your account, it will be immediately payable.**
- 6) If you do not follow these instructions, you may not receive proper and timely credit for your return. We wish to make the return procedure as easy as possible for the string teachers during a very busy time of the year.

REMEMBER:

- Call for return authorization number.
- Return **ONLY** the instrument, bow, and case. Remove all personal items.
- Place your instrument, marked with "Return to Lisle Violin Shop" in your **teacher's hand!** DO NOT leave your instrument in the school office or classroom.

Thank you for your past patronage. We hope we can serve you again.



Lisle Violin
SHOP

4510 Burke Rd., Pasadena, Texas 77504 ~ 281-487-7303 ~ 800-545-4753 ~ FAX 281-487-2243

2450 Bissonnet St., Houston, Texas 77005 ~ 713-526-4005

1575 W. Grand Parkway S. Suite 400, Katy, Texas 77494 ~ 281-396-4848

LisleViolinShop@gmail.com

Return to Lisle Violin Shop

Date Returned to Teacher _____

Home Phone _____

Parent Name _____

Account Number _____

School _____

Student Name _____

Return Authorization No. _____



DO NOT RETURN YOUR INSTRUMENT IF YOUR CHILD WILL CONTINUE TO BE IN ORCHESTRA NEXT YEAR. WE RECOMMEND THAT YOU CONTINUE RENTING OVER THE SUMMER SO THAT YOU WILL NOT LOSE YOUR RENTAL CREDIT DISCOUNT.

PLEASE INCLUDE THIS FORM INSIDE THE CASE WHEN RETURNING THE INSTRUMENT OUTFIT VIA SCHOOL PICK UP

For Violin and Viola: Fill out this form completely and place it in the case as shown below.

For Cello and Bass: Fill out this form completely and staple it to one of the handle as shown below.

Then give the instrument **DIRECTLY** to the orchestra teacher for us to pick up.

