

INSTRUCTIONS FOR PARENTS:

Please read all instructions before returning your instrument.

1. **Please call us for a Return Authorization prior to returning your instrument to your teacher** if you have not already contacted us for return. It is **VERY IMPORTANT** to call us prior to returning your instrument so we can ask your teacher for it and notify you in case of any problems. Failure to notify us prior to returning can result in further charges to your account.
2. Fill Out and place the RETURN FORM in the instrument as shown below.
3. **Remove** all personal items from the case or cover. Only return the instrument, bow, and case.
4. Instruct your child to return the instrument **DIRECTLY TO THE ORCHESTRA TEACHER**. Do NOT leave it on the rack, floor, locker or in the front office.
5. Contact us after a week to confirm the instrument has been returned.
6. **REMEMBER!! It is YOUR RESPONSIBILITY to ensure the safe and timely return of this instrument.**

RETURN TO LISLE VIOLIN SHOP

Return Authorization Number (Call Store for Number) _____

Date Returned to Teacher _____

Parent Name _____

Account Number _____

School _____

Student Name _____

Step 1: Fill out this paper completely and place it in the violin case as shown below.



For Cellos and Basses, please attach this paper to one of the handles and staple it as shown below.



Step 2: Give the violin directly to your teacher at school to be returned to Lisle.



Make sure this paper is visible from outside of the case.

Do NOT leave your instrument on the rack or in your locker.

Return it DIRECTLY TO YOUR TEACHER.

DON'T FORGET TO INCLUDE YOUR BOW!!