Carolyn Nussbaum Music Company
ATTN: Repair Department
625 Digital Drive Ste 300
Plano TX 75075 USA

INSTRUMENT REPAIR & MAINTENANCE FORM

CONTACT INFORMATION

FIRST NAME	LAST NAME

BILLING ADDRESS

CITY	STATE	ZIP

PHONE 1	PHONE 2	PHONE 3	EMAIL
☐ Home ☐ Cell ☐ Work	☐ Home ☐ Cell ☐ Work	☐ Home ☐ Cell ☐ Work	

RETURN SHIPPING INFORMATION (☐ Same as Above?)

FIRST NAME	LAST NAME

SHIPPING ADDRESS

CITY	STATE	ZIP

WORK REQUESTED ON YOUR INSTRUMENT (select all that apply)

☐ Clean, Oil & Adjust (COA, Annual Maintenance) ☐ Repair (describe below) ☐ Don't know (please evaluate)
☐ Overhaul Pads: Felt or Straubinger (circle one) ☐ Upgrade/Enhancement (describe below)

If this was for a COA or Overhaul, did you have an appointment with us? ☐ Yes, Appt. Date: ☐ No

SPECIAL INSTRUCTIONS OR ADDITIONAL WORK REQUESTED (include any schedule considerations)

DESCRIPTION OF ITEMS

ITEM #1	TYPE (check one):	☐ piccolo ☐ flute ☐ alto flute ☐ bass flute ☐ headjoint only ☐ body only ☐ other		
	MAKE/MFG	MODEL	SERIAL NO.	
ITEM #2	TYPE (check one):	☐ piccolo ☐ flute ☐ alto flute ☐ bass flute ☐ headjoint only ☐ body only ☐ other		
	MAKE/MFG	MODEL	SERIAL NO.	
ITEM #3	TYPE (check one):	☐ piccolo ☐ flute ☐ alto flute ☐ bass flute ☐ headjoint only ☐ body only ☐ other		
	MAKE/MFG	MODEL	SERIAL NO.	

TERMS

Evaluation - Once we have received your instrument and evaluated it we will contact you via phone or email to discuss cost and schedule estimates and obtain approval for the work recommended. **Payment** - you will be contacted via phone or email for payment once the work is completed unless provided during initial approval. **Schedule** - items not claimed after 30 calendar days following notification of work completion become property of Carolyn Nussbaum Music Company and may be sold. **Shipping** - enclose this signed and completed form. Ship all items to the address shown above. Ship items in a sturdy box with a min. of 3in of padding all the way around in accordance with your shipping carrier instructions. Instruments should be shipped in their hard case and soft case cover (if available).

If you have any questions please call us at 972-985-2662 or email us at info@flute4u.com

AUTHORIZATION

I authorize Carolyn Nussbaum Music Company to perform the requested work (labor and materials) on my instrument(s).

PRINT NAME	SIGNATURE	DATE

We thank you for your business and look forward to taking care of your instrument!

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