

JKEAA Music Instrument Repair Request Form

Date: _____

School: _____

Director: _____

Student's Name: _____

Phone: (____) _____ - _____ home/cell

Parent's Name: _____

Phone: (____) _____ - _____ home/cell

Address: _____

email: _____

Instrument: _____ Brand: _____ Model: _____ Serial #: _____

Description of Problem: (if you need more room please write on the back side of this form)

Repair Options: (Circle One)

- 1) Pick up instrument, evaluate and call for approval, return back to school
- 2) Evaluate repair at school and leave estimate with the instrument
- 3) Pick up instrument, evaluate and call for approval, we will pick up at JKEAA Music
- 4) Director will deliver and pick up instrument, evaluate and call for approval.
- 5) Other: _____

____ This is my personal instrument.

____ This is a school instrument that I am responsible for and will cover the repair costs.

____ This is another student's instrument, but I am covering the repair cost.

Tear or cut here. Keep the upper half with the instrument and the lower copy is to go to the customer

JKEAA Music Services, LLC
19069 Van Buren Blvd #113, Riverside, CA 92508
(951)789-1422 (951)789-1412 fax
www.jkeaamusic.com

To the parents of: _____

This notice is to inform you that your instrument has been delivered to JKEAA Music Services to be evaluated for repairs. You will receive a call from a representative regarding your instruments condition and any costs involved to service the instrument. All repairs must be prepaid before any work is done. You can pay by phone with a credit card. We accept Visa, Master Card, Discover and American Express. **We DO NOT accept checks.** Cash payments must be turned into your director or to JKEAA Music prior to the service being completed. If you don't hear back within 2 business days of the pickup or if you have any questions, please call JKEAA Music at (951)789-1422.

Instrument: _____ Brand: _____ Model: _____ Serial #: _____

Pickup/Delivery Date: _____

Return option selected: (Circle One)

- 1) Pick up instrument, evaluate and call for approval, return back to school
- 2) Evaluate repair at school and leave estimate with the instrument
- 3) Pick up instrument, evaluate and call for approval, we will pick up at JKEAA Music
- 4) Director will deliver and pick up instrument, evaluate and call for approval.
- 5) Other: _____

____ This is my personal instrument.

____ This is a school instrument that I am responsible for and will cover the repair costs.

____ This is another student's instrument, but I am covering the repair cost.

If approval for the repairs is not given within 2 business days of notification, the instrument will be returned.