



## **BAND REPAIR ORDER FORM – 2019-2020**

As stated in the RPS Instrument Rental Agreement and Lincoln Band Handbook, student and parents are responsible for all repairs on your instrument when necessary. To make this process easier, we can help get your child's instrument fixed quickly and conveniently.

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### **STEP 1 – Authorize a quote**

- We will send your instrument to the repair shop, Knapton Musik Knotes in Janesville, Wisconsin.
- They will call you with a quote of how much it will cost to get the instrument fixed.

**Yes, send my child's instrument in for a quote.**

-My name is: \_\_\_\_\_  
(Parent print first and last name)

-My child's name is: \_\_\_\_\_  
(Student print first and last name)

-Call me at: \_\_\_\_\_  
(Parent phone number)

**No, I will get my child's instrument fixed on my own.**

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### **STEP 2 – Authorize the repair**

- They will call you at the phone number listed above.
- If you are satisfied with the how much the repair is going to cost you, agree to their quote.

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### **STEP 3 – Submit payment**

- You will pay Knapton Musik Knotes directly.
- Credit card payments may be made over the phone.
- You may not pay the school for repairs.
- You are responsible for the repair bill. The school will not pay for repairs.

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### **STEP 4 – Receive repaired instrument**

- After payment has been received, Knapton will repair your instrument.
- Repaired instrument will be delivered back to your child at Lincoln.
- A receipt of what work was done will be attached on your child's instrument and can be given to your child to take home.

# A letter from your child's instrument:

Dear \_\_\_\_\_'s parents,  
(Student name)

My name is \_\_\_\_\_ the \_\_\_\_\_ and \_\_\_\_\_  
(Instrument's name) (Type of instrument) (Student's name)

is my loving band \_\_\_\_\_. Recently, I haven't been feeling very well :(  
(Mom or Dad)

My symptoms are \_\_\_\_\_.  
(Current issues with the instrument)

Luckily, the band teacher Mr. Mikulay and \_\_\_\_\_ have agreed that it would be best for  
(Student's name)

me to visit the instrument doctor so that I can get all fixed up. The instrument doctor at Knapton Musik Knotes  
(Repair shop)

can give me a list of their recommended repairs to make me feel like new again.

Please don't be mad at \_\_\_\_\_. They try their best to take care of me but I am still  
(Student's name)

learning. I know that sometimes I can be a difficult \_\_\_\_\_ to handle as I may decide  
(Type of instrument)

without warning to jump off of the music stand, chair, out of the case, band locker, or simply slip out and

bump my headjoint or mouthpiece on the floor. But \_\_\_\_\_ loves me very much and I can only  
(Student's name)

perform my best if I am feeling 100%.

Sincerely,

\_\_\_\_\_  
(Instrument's name)

## Recommended Instrument Repair Shop

- Knapton Musik Knotes
- 2475 Milton Ave, Janesville, WI 53545 - Located in Janesville Plaza
- 608-758-8660
- knaptonmusikknotes.com