



Pasadena
4510 Burke Rd.
Pasadena, TX 77504
281-487-7303
800-545-4753 Toll Free
281-487-2243 Fax

Houston
2450 Bissonnet St.
Houston, TX 77005
713-526-4005
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Katy
1575 W. Grand Pkwy S.
Suite 400
Katy, TX 77494
281-396-4848
281-396-4847 Fax

Northwest
11550 Louetta Rd.
Suite 1400
Houston, TX 77070
346-236-6650
346-236-6670 Fax

www.violins.com

*****Please Read Carefully. Important Information Regarding Your Account*****

Instructions for Students Not Continuing in Orchestra

Students planning to continue orchestra 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 current school year.

- 1) Call 832-VIOLINS or email us at lisleviolinshop@gmail.com to get a Return Authorization Number at least **TEN** days before the pickup date. Failure to call ahead may result in your account not being credited for your instrument's return and subject to additional charges. We cannot schedule a pickup after school is dismissed for the summer. At that point, you will need to return it to one of our shop locations.
- 2) Please fill out the form listed on the back of this page. Please insert this form as shown in the pictures on the reverse side 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. Please do NOT leave your instrument at the school office or abandon it in the classroom.
- 4) Remove ALL personal and accessory items from your case, such as music stands, shoulder rests, and metronomes. These items were purchased by you and not included in your rental. If these items are not removed, we will not be able to locate them later to return to you.
- 5) Upon pickup of your instrument, Lisle Violin Shop will credit your account for the return, and if your account is current, your account will be closed.

We wish to make the return procedure as easy as possible for you and your orchestra teacher during a hectic time of the school year.

PLEASE REMEMBER:

- Call for Return Authorization Number.
- Return ONLY 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.



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Return to Lisle Violin Shop

Date Returned to Teacher _____

Home Phone _____

Parent Name _____

Account Number _____

School _____

Student Name _____



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 your instrument through school pick up. Give your instrument **DIRECTLY** to the orchestra teacher for pick up. Do not leave it in your locker or cubby in the orchestra room.

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



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

