



LEWISHAM MUSIC SERVICE

Assisted Instrument Purchase Scheme Information

Lewisham Music Service is able to purchase musical instruments without paying VAT on behalf of pupils (see below for conditions). We may also be able to negotiate competitive prices with suppliers.

Conditions:

There are a number of conditions which must be met, some of which are set by HM Customs & Excise and therefore are compulsory:

- **Your child must receive instrumental tuition at their school or at a Lewisham Music Service Centre or Ensemble**
- **The instrument must be appropriate to your child's playing ability**
- **The instrument must be collected from the Lewisham Music Service office**
- **This scheme does not extend to piano purchases**

How to apply:

- Consult your child's instrumental tutor to decide what instrument is best suited to them (make/model/size)
- Visit a musical instrument retailer or their website for further information. It may be necessary to try the instrument first, especially for more advanced students
- When you have decided on what to buy and from whom, ask the retailer for a written quote. Please ensure that this includes any delivery charges and clearly shows the total costs free of VAT
- Complete the application form and return it to the address below with the retailer's quote and a cheque (**payable to London Borough of Lewisham**) for the amount quoted **plus a £2 administration fee.**
- On receipt of the letter and clearance of the cheque (normally 5 days) Lewisham Music Service will fax an order to the retailer. We will take delivery of the instrument and contact you regarding collection.

Please Note:

Lewisham Music Service will not be held responsible for faults or defects in the instruments purchased but will assist parent/carers with returning faulty goods to suppliers

Delivery times may vary depending on availability of stocks at retailers and are beyond the control of Lewisham Music Service

Lewisham Music Service The Albany, Douglas Way, Deptford, London SE8 4AG
Phone: 020 8692 4446 Ext: 240 **Fax:** 020 8690 5261
Email: info@lewishammusicservice.org **Web:** www.lewishammusicservice.org



Application for Assisted Purchase of Musical Instruments

CHILD'S DETAILS

Pupil's Name: Parent/ carer's Name:

Address:

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Postcode:

Date of birth: Gender: Male / Female

School attended: Current year group:

Name of current instrumental tutor:

Centre/ school where you receive tuition:

What other Music Service provision do you regularly attend? (E.g. Saturday Music Centre or Ensemble)

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INSTRUMENT DETAILS

Instrument and make you wish to purchase:
(E.g. Clarinet Buffet B10)

Name of music retailer:

Fax No. of music retailer: Cost (excluding VAT):

PARENT /CARER'S SECTION

Name of Parent/ Carer: Email address:

Telephone number(s): Mobile:

Signature: Date:

Please return the completed form to the address below, enclosing

- 1 the retailer's quotation for purchase and delivery
- 2 a cheque payable to 'London Borough of Lewisham' for the total purchase cost (without VAT) + £2 administration fee

Signature: Date:

Tutor's Name Signature: Date: