



Instrument Repair Slip

In order for EMS to make repairs to EMS hired instruments, the following information must be filled in by an EMS tutor (or member of school staff if pupil does not use an EMS tutor). EMS will make a charge for repairs where applicable/necessary.

EMS does not provide replacements for the following & should be purchased by parents:

Broken strings - Replacement reeds – Replacement valve oil – Replacement rosin
(Tutors will be able to assist with where to purchase and with re-attachment if necessary)

A Pupil Details	
Pupil Name	
School	
Instrument Tutor	

B Instrument Details			
Type of Instrument			
Instrument Size (if applicable)		EMS Serial Number	

C Repair Details		If you believe your instrument to be beyond repair, please call EMS
Repair needed (ONLY TO BE FILLED IN BY INSTRUMENT TUTOR)		

D How to organise your repair:
<p>TUTORS:</p> <ol style="list-style-type: none">1. Please attempt to fix the instrument yourself if it is an easy fix.2. If you are unable to repair the instrument yourself, fill in sections B & C, describing exactly what is wrong with the instrument and (if known) what needs to be done to correct it.3. Pass to parent to fill in section A and contact EMS for repair advice. <p>PARENTS:</p> <ol style="list-style-type: none">1. Ensure that all of the above is filled in (section D must be filled in by a music tutor).2. Call or email EMS to organise repair of the instrument. <u>020 8843 9121 – ealingmusicservice@ealing.gov.uk</u> <i>The repair could be anything from a 5 minute job to being sent away for an extended time.</i>3. Take to the EMS office in the Dominion Centre, 112 The Green, Southall, UB2 4BQ

Office use only					
Received date:		In house repair?	Y / N	External repair details	
Received by:		In house cost?		External repair cost?	