

# EKU Department of Music Instrument Repair Request

This form must be received and the request approved by the Music Office before the instrument is presented for repairs.

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Date \_\_\_\_\_

Requestor Name \_\_\_\_\_

Instrument Type \_\_\_\_\_

Manufacture \_\_\_\_\_

Serial Number \_\_\_\_\_

Is this instrument leased by the EKU Department of Music?

Yes

No

Name of student currently issued instrument \_\_\_\_\_  
(If instrument is not currently issued, list student who was last issued instrument)

What is the primary use of this instrument (i.e. methods class, marching band, etc.)?  
\_\_\_\_\_

Description of repairs (if the instrument requires extensive work, please include the circumstances in which the instrument was damaged)

Estimated cost \_\_\_\_\_

Company providing repairs \_\_\_\_\_

**OFFICE USE ONLY**

Attach instrument issuance record

Repairs competed on \_\_\_\_\_