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.

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 ______________