

Courtney and Walker Ltd

52 Morelands Road, Waterloo, PO7 5PS
Tel: 023 9224 1567 Email: sales@courtneyandwalker.co.uk



School ----- Address ----- ----- ----- ----- Post code _____

Please enter your details here Pupils name _____ Guardians name _____ Address _____ ----- ----- Post code _____ Tel _____
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Dear Music Teacher / Bursar

I wish to purchase a _____ Cost ex VAT _____
on the Assisted Instrument Purchase Scheme from Courtney and Walker Ltd.
Together with the following accessories

_____ Cost ex VAT £ _____
_____ Cost ex VAT £ _____
_____ Cost ex VAT £ _____

Total price (excluding VAT) £ _____

Please would you arrange for the School or Local Education Authority to purchase this on my behalf.

Sincerely (parent or guardians signature)

Please hand this completed form to your school

NOTE TO SCHOOL OR LEA

Please enclose a copy of this form with the official order. Thank you.

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Dear Customer,

Please find enclosed form(s) to hand in to the music teacher or bursar at your school. Usually the music teacher will approve the purchase, and the bursar will deal with the finance. Please note that most schools will want payment in advance.

How the scheme works

This is a government backed scheme to allow pupils to purchase musical instruments exclusive of VAT from their school.

The school purchase the instrument from Courtney and Walker. The school will then claim back the VAT from H.M. customs and excise. They are then allowed to sell the instrument to pupils at the school exclusive of VAT. (conditions apply)

Firstly you need to make sure that the school runs this scheme. Most state schools do.

Ask the music teacher or bursar about the musical instrument assisted purchase scheme.

Guarantee

Although Courtney and Walker is actually supplying the instrument to the school rather than yourself, Courtney and Walker give you the original manufacturers guarantee as well as our own years guarantee.

Should you have any problem at all, Courtney and Walker staff are always here to help. They are trained and knowledgeable in the instruments they sell. Any technical enquiry or maintenance is backed up by our on site workshop where we have specialists on hand.

Delivery to school

Under the rules for this scheme, Courtney and Walker must supply to the school.

It is not possible for parents or guardians to collect.

For most instruments, we operate a free delivery service to Schools/ Establishments.

Alternatively, a representative of the school can collect from the shop, we will need this to be confirmed from the school/establishment in writing.

Yours Sincerely

Paul Walker