

INSTRUMENT:	Brand:
Case / Inventory #:	Serial #:

Student's Name: _____ Date of Report: _____
"I would like to use this instrument again next year" Yes_____ No_____




Follow these steps, in order




STEP 1: Please list all items included in this case ~

_____ (#) Mouthpiece(s)	_____ Other: _____
_____ Neck / Bocal	_____ Other: _____
_____ (#) Ligature(s)	_____ Other: _____
_____ Neckstrap	_____ Other: _____
_____ Cleaning Rod	_____ Other: _____
_____ Swab	_____ Other: _____

STEP 2: Use the checklist below to help the repair shop quickly locate problems ~

_____ Pad(s) need replacement (specify name or location of pads) _____

_____ Rotors / Valves are excessively noisy _____

_____ Screw(s) loose / missing (describe location) _____

_____ Springs bent / missing / loose (describe location) _____

_____ Cork(s) need replacement (describe locations) _____

_____ DENTS in the following location(s) ~ _____

_____ These parts are missing / damaged: _____

_____ Tuning slides and/or valves are frozen stuck: (Circle) TUNING 1st 2nd 3rd 4th

_____ Mouthpiece is chipped (WW) or dented (Brass)

_____ Case problems: (circle) Hinge(s) ~ Latch(es) ~ Exterior appearance ~ Interior appearance

_____ Trombone Slide: (circle) difficult to use ~ slide-lock doesn't work ~ bumper is missing

STEP 3: Describe other conditions to help the repair shop know what to look for ~

_____ Valve(s) stuck or often stick: (circle) 1st 2nd 3rd 4th/Thumb

_____ Sound is abnormally 'airy' or unclear

_____ Sound is 'stuffy' ~ the instrument is hard to blow

_____ I can only get squeaks instead of specific notes.

_____ *Other (please describe):* _____

School-Owned Instrument: Student assessment of condition for summer repair
STEP 4: Close this page HALFWAY in the case so the TOP is easily visible.