

The Violin Shop of Santa Fe

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Santa Fe, NM 87505

505-982-8908 telephone

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www.violinshopofsantafe.com

Dear Renter,

Thank you for choosing The Violin Shop to serve you as a supplier for your instrument rental! Here are some instructions and guidelines for setting up your rental account with us.

We require:

- Completed rental application, all fields required. Print clearly.
- Photo copy of a **valid** drivers license (both sides)* and
- Credit card billing address.
- Payment as indicated on contract (by credit card, cashiers check or money order.)

Please be sure all photo copies are legible !*

***We have had some difficulty receiving clear fax images of licenses in the past: it may expedite processing your rental contract to scan and email or to simply mail your completed contract to us.**

These can be e-mailed, faxed or mailed to us.

The first month of your rental fees has been pro-rated. Rentals are monthly following prorated period.

Your monthly rental fees will automatically be charged to the credit card you have provided on or about the 5th of each month.

You are responsible to maintain a valid card with us throughout the duration of your rental.

Instrument sizing

for violin : with palm up and left arm extended **straight out to the side** measure from neck to wrist (nearest half inch.)

for viola : neck to palm

for cello : seated with knees at a right angle, back straight and feet flat on the floor. Measure from knee to ear.

Accessories and Other needs

Rental instruments come with case, bow and rosin. We are pleased to offer a selection of shoulder rests, shoulder sponges, end pin anchors, method books and cds to complete your rental package. Please check with your teacher about these requirements or feel free to ask us for advice!

Shipping and Handling

Your rental instrument will be shipped out to directly once your contract has completed and delivered to us. **Your will be charged Shipping costs plus a nominal \$10.00 handling fee** (covers packaging time, materials and processing of shipment). Feel free to save packing materials for eventual return shipment or instrument upsizing. **Shipping guidelines are available for viewing or download on our website's Rental page at www.violinshopofsantafe.com.**