

BUCKINGHAMSHIRE MUSIC SERVICE

VAT FREE PURCHASE SCHEME

Customs and Excise allow the purchase of musical instruments minus VAT by parents of pupils taught by County Music Services. I am pleased to tell you that this facility is now available to parents and pupils in the south of the county.

To conform to Customs and Excise regulations the following conditions have to be met.

1. The instrument must be for use in lessons provided by County Music Service staff, and the pupil for whom it is bought must be a full-time student.
2. The instrument must be portable (Customs and Excise do not allow purchases of pianos).
3. The instrument must be appropriate to the student's needs and ability.
4. The instrument must be ordered through the Music Service, and all transactions must take place on Buckinghamshire County Council premises.
5. We will charge an administration charge (£10) to cover our expenses.
6. The whole of the purchase price must be paid in advance of the instrument being ordered.
7. There is no facility within the scheme for credit terms to be arranged.
8. Any problems with the instrument covered under the manufacturer's warranty will be dealt with by the retailer, not by the Music Centre.

If you wish to take advantage of this scheme

1. Decide in conjunction with your child's instrumental teacher which instrument would be most suitable.
2. If your child is taught in a High Wycombe area school or Music Centre, forward the Application form, together with your remittance in full (**cheques to be made payable to "Bucks County Council"**) to

**High Wycombe Music Centre, Millbrook Combined School, Mill End Road,
High Wycombe, HP12 4BA. (Telephone: 01494 475166).**

3. If your child is taught in a Chilterns and South Bucks area school or Amersham Music Centre, forward the Application form, together with your remittance in full to:

**Amersham Music Centre, Woodside Middle School, Mitchell Walk, Amersham, HP6 6NW
(Telephone: 01494 431900).**

You will be notified when the instrument has arrived in order that we can arrange a mutually convenient time for collection. It must change hands at the Music Centre that originally ordered the instrument.

Yours sincerely,

ANDY ROGERS

Deputy Area Headteacher – High Wycombe Music Centre

Sept 2011

BUCKINGHAMSHIRE COUNTY MUSIC SERVICE
VAT FREE INSTRUMENT PURCHASE SCHEME
APPLICATION FORM

Please fill in all sections of this form in BLOCK CAPITALS

NAME OF SUPPLIER _____.

NAME OF CHILD _____

SCHOOL _____

NAME OF MUSIC SERVICE TEACHER _____

INSTRUMENT REQUIRED _____

MAKE _____ SIZE/SERIAL NO _____

LIST PRICE (MINUS VAT) _____

I wish to purchase the above instrument. I enclose a cheque (made payable to “**Bucks County Council**”) for the list price minus VAT **plus £10.00** to cover administrative costs incurred by the Service. I declare that to the best of my knowledge the information given above is correct, and agree to comply with the conditions of the scheme.

SIGNED _____ NAME _____

ADDRESS _____

PHONE NUMBER _____ MOBILE _____

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OFFICE USE ONLY

CHEQUE AMOUNT _____ PAID IN _____

DATE ORDERED _____ DATE RECEIVED _____

INSTRUMENT RECEIVED (SIGNATURE) _____

DATE INVOICE PAID _____