



Reform Road, Maidenhead, Berks SL6 8BT  
Tel: 01628 630800 Email: [sales@dawkes.co.uk](mailto:sales@dawkes.co.uk)

## **THE EDUCATIONAL ASSISTED INSTRUMENT PURCHASE SCHEME**

This scheme is intended for pupils who attend full time education at Local Education Authority Schools or Music Services and receive musical tuition as part of their National Curriculum for them to be able to purchase instruments without paying VAT.

### **HOW THE SCHEME WORKS**

1. The instrument and any accessories are selected and reserved under the Parent / Guardian's name.
2. The Parent / Guardian gives this form with the sales order to the School / Music Service for the appropriate amount to cover the ex-VAT price of the instrument, accessories (if any) and - if there is one include - the administration fee in total; to be made payable by the preferred method (BACs, cheque etc.) of the School / Music Service.
3. The School / Music Service will send Dawkes Music a Purchase Order with an official order number for the matching details on the sales order.
4. Once the PO is received, we will dispatch the instrument to the School / Music Service for next day delivery; only if the PO is received by 2pm the day before.
5. We contact the Parent / Guardian to inform them that the order has been processed and advise of the delivery date to the School / Music Service where the Parent / Guardian will collect the instrument.
6. The School / Music Service pays our invoice including VAT and claims it back on their VAT return.

**This scheme has the approval of H.M Customs & Excise and was reviewed in September 1994 by the VAT office.**

For advice on which instrument is suitable for your child, check with the teacher or visit our website [www.dawkes.co.uk](http://www.dawkes.co.uk) which will show you prices and if the instrument is in stock. Please call us on **01628 630800** to check availability of any instruments showing out of stock, allowing you to arrange a time to visit us when you know all the instrument options will be readily available and checked for your visit.

All instrument sold by us are thoroughly inspected by our workshop team to make sure you get the best out of your playing. After purchasing an instrument from us you can be assured of an after sales service second to none. Please ask for details.

**SCHOOLS – YOU CAN EMAIL YOUR ORDER TO [sales@dawkes.co.uk](mailto:sales@dawkes.co.uk)**  
Please feel free to photo-copy this form



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## ORDER FORM

School Purchase Order No: .....

Name of School: .....

Address: .....

..... Postcode: .....

Telephone: ..... Email: .....

Name of Parent: ..... Name of Child: .....

Parents Address: .....

..... Postcode: .....

Telephone: ..... Signature: .....

**Instrument:** .....

**Make:** .....

**Model:** .....

**Serial Number:** .....

**Price excluding VAT £** .....

Don't forget accessories you might want to add to your Assisted Purchase

**I.e. Reeds – Mouthpiece – Music Stand – Instrument Stand – Cleaning materials**

<u>Accessory</u>	<u>Product Code</u>	<u>Ex Vat price</u>
1. ....	/.....	£.....
2. ....	/.....	£.....
3. ....	/.....	£.....
4. ....	/.....	£.....
5. ....	/.....	£.....

**Total amount Ex-VAT: £.....**

**School Administration fee: £..... (Optional at schools discretion)**

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