

**Tees Valley Music Service**

**Assisted Purchase**

**Scheme**

Stockton-on-Tees

 TS20 1BY

**Tel:** (01642) 603600

**Email:** TVMS@tvms.org.uk

 cesc0946 **Web:** www.tvms.org.uk

# Assisted Purchase Scheme Assisted Purchase Scheme

The scheme helps pupils purchase their own instruments, thereby releasing Music Service instruments so that other children are able to share the opportunities which your child has already received.

Under the scheme instruments can be purchased from any retailer without paying the VAT. **There is an administration charge of 5%, which does attract VAT, for using the scheme.**

You are strongly advised to consult your child’s instrumental teacher about the choice of suitable make and model of the instrument you want to purchase. You are also advised to have an instrument on approval before committing yourself to purchase.

Retrospective application to the scheme cannot be considered.

## Conditions of the scheme

The instrument purchased must be the **same type** of instrument that your child uses in TVMS activities.

Your child must be either receiving instrumental lessons at school/college from TVMS **OR** a member of a Central Ensemble or Area Music Centre Ensemble.

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| **What to do next**1. Decide which retailer you wish to use. Your child’s instrumental teacher will be able to suggest various retailers for you to choose from.
2. Agree with the retailer the cost of the instrument, excluding VAT.
3. Contact TVMS by phone on (01642) 603600 or email

TVMS@tvms.org.uk to establish the administration charge. You need to know the cost of the instrument, excluding VAT, before you phone.1. Complete this form and return it to TVMS, together with your cheque for the agreed cost of the instrument plus administration charge, payable to Stockton Borough Council. When your cheque has cleared an official order will be sent to the retailer.
2. Contact the retailer to establish when you are able to collect your instrument.
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Pupil’s Name: .........................................................................................................

School attended: ............................................................ School Year: .................

Home address: ……..............................................................................................

.................................................................................................................................

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

Tel: ................................................. Email: .............................................................

Signature of TVMS Teacher/Ensemble Conductor: ...............................................

Instrument: ..............................................................................................................

Make: ........................................................ Model:..................................................

|  |  |
| --- | --- |
| Instrument Price: | £................................... (excluding instrument VAT) |
| Admin Charge | £................................... (please phone/email TVMS for this) |
| Total Payable | £...................................  |

Retailer’s Name: .....................................................................................................

Address: .................................................................................................................

Tel: .........................................................................................................................

I wish to purchase the above instrument using the TVMS Assisted Purchase Scheme and enclose a cheque for £......................... being agreed price and administration charge payable to ‘Stockton-on-Tees Borough Council’

Signed: .................................................................. Date: ......................................

(Parent/Guardian)

*Please return this form to Tees Valley Music Service (APS), Frederick Nattrass Centre, Swale Road, Stockton-on-Tees TS20 1BY*