

PLEASE READ

Please Return ALL Materials To:

Boosey & Hawkes
1210 Innovation Drive
Dock Doors 6, 7, and 8
Winona, MN 55987
Phone: 212-358-5300

The following will apply to the return of all Boosey & Hawkes Rental Library Material

- Are all materials included in the package?
 - Have all markings in the scores and parts been erased? (NOT including bowings. Please indicate any markings present when materials were received.)
 - Are there any damaged or missing parts? Please list:
 - Is the package sufficiently secure for shipping? **PLEASE refrain from using packing peanuts, shredded paper, etc.**
 - Is the packaged insured? (Strongly recommended. See reverse for insurance values.)
- **For North & South American Customers ONLY: All materials must be returned to our warehouse in Winona, MN regardless of origin. Do not return any materials to an overseas or alternate address.**
 - **For customers in other territories: All materials must be returned to your country's rental agent. Do not return materials to New York. Please contact your rental agent for returns instructions.**
 - All performance materials must be returned to our warehouse no later than two weeks following your final performance, whether complete or incomplete. For any materials not received within two weeks of the final performance date you will be sent an overdue notice informing you of what materials are overdue.
 - If materials are found to be missing parts or scores, you will receive a letter detailing all missing items and an invoice. You will be credited 50% of the total upon the return of all missing parts within two weeks from the date of the invoice. The replacement costs are \$35 per missing part, \$200 for each full score, and \$150 for each vocal score. The cost for a defaced score is \$100; organization will be assessed a full replacement charge for scores damaged beyond the possibility of future use.
 - Materials returned later than 2 weeks will incur a late fee of \$50 per week, up to a maximum of 6 weeks/\$300.
 - If materials remain unreturned after 6 weeks, full replacement costs for the materials will be charged. If materials can be recovered after 6 weeks, the replacement costs will be credited in full, and replaced with the maximum late fee of \$300.
 - It is essential to insure your return package; please use the reverse as a guide for the estimated value of your shipment.
 - Any replacement fees paid connote neither ownership of materials nor permission to use said materials.

N.B. If at any point you think it will not be possible to return rental material by our due date, please contact us in advance. Please also bear in mind delivery time when returning material. B&H is not responsible for late receipt due to extended dispatch times.

If you or your organization has any questions or concerns, please contact us via the details below.

John DePippo, Manager

Boosey & Hawkes Rental Library
Phone (212) 358-5300, opt. 2; Fax (212) 358-5307
USRental@boosey.com

REPLACEMENT COST CHARGES

DURATION	REPLACEMENT CHARGE PER SET
1' – 5'	\$275
6' – 10'	\$375
11' – 15'	\$550
16' – 20'	\$725
21' – 25'	\$900
26' – 30'	\$1000
31' – 35'	\$1200
36' – 40'	\$1400
41' – 45'	\$1600
46' – 50'	\$1800
51' – 55'	\$2000
56' – 60'	\$2200
61' – 65'	\$2400
66' – 70'	\$2600
71' – 75'	\$2800
76' – 80'	\$3000
81' – 85'	\$3200
86' – 90'	\$3400
91' – 95'	\$3600
96' – 100'	\$3800

Please note that these charges do not include the administration fee of \$15.00.