


 Jeff Kover  
 Director

William Virchis Visual and Performing Arts Department

## INVOICE FOR LOST OR DAMAGED INSTRUMENT

For questions, please contact  
Jeremy Frazier at

[Jeremy.Frazier@sweetwaterschools.org](mailto:Jeremy.Frazier@sweetwaterschools.org)  
 Phone: 619-796-7700

**TO:**

<i>Student Name</i>	<i>Date</i>
<i>Parent Name</i>	<i>Teacher</i>
<i>Student Address</i>	<i>School</i>
<i>City, ZIP Code</i>	<i>Ensemble</i>
<i>Phone</i>	
<i>Student Email</i>	

Instrument	Instrument Value
Type of Instrument: Make and Model: Serial Number: Barcode:	
Description	
Describe damage or loss:	

Repairs Needed:	Total
Total Due	

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Jeff Kover, VAPA Director

**MAKE ALL CHECKS PAYABLE TO: VISUAL AND PERFORMING ARTS DEPARTMENT, SUHSD**