



Customer Form/Check-In Instructions

1. Fill out customer form below and include in the box with your clarinet. *
2. Scan the QR code or go to the website listed below and check in your instrument. **
3. After completing steps one and two, review shipping instructions below for instructions on boxing and shipping your clarinet. You will also find my shipping address below.

*The customer form included with your clarinet helps me identify your instrument when it arrives. Sometimes shipping labels do not have your information, and this form allows me to label your instrument with an ID tag when it arrives. This form remains with your instrument until it is shipped back to you! 😊

** The check-in procedure is a google form that is linked to a spreadsheet. When you enter your information, the info is automatically put on this spreadsheet. I use this sheet to track the instruments that are in and out of my shop. This step is super important for keeping track of instruments, please fill this out at the same time you complete the customer form for your case.



Customer Information Form

** Please send this form with your clarinet.

*See note at bottom about shipping insurance

Name: _____

Return Address: _____

City/State/Zip: _____

Phone/Cell #: _____ Text ? Yes or No

E-mail: _____

Instrument: _____

Serial #: _____

Any specific concerns with your clarinet? Work requested? (Overhaul, cleaning, etc. *Use back*)

Can I add you to my Clarinets by Copeland email list? Yes or No

I have completed the check-in form located below? Yes or No

Do you need a signature required at time of delivery? Yes or No

Please sign here acknowledging that you are aware of my policies located on my website at:

<https://www.betterclarinets.com/forms>

X _____

** Shipping insurance is recommended if you do not have your instrument covered via your home insurance or other instrument insurance option.**

CLARINETS BY COPELAND

Scan here to
check in
your
clarinet!



Check-in procedure:

1. Fill out provided tag with name, number, and email.
****Shipping customers, skip to step 2.****
2. Scan code above with your phone camera and then fill out the check-in form linked to the QR code. You can also access the form at this URL:
<https://tinyurl.com/ClarinetCheckIN>

CLARINETS BY COPELAND

Product Selection Form

****INCLUDE THIS WITH
YOUR CUSTOMER FORM****

While your instrument is in the shop for maintenance, take advantage of improving the sound of your clarinet by investing in one of the new custom Clarinets by Copeland barrels or bells. See below for details on each item. Please make your selection below. Prices below include discount (on barrel) for purchasing while your horn is in the shop. Any fitting is also included!

_____ Custom 66mm Wood Clarinet Barrel **\$150**

_____ Custom 66mm Delrin Clarinet Barrel **\$150**

_____ Custom Wood Clarinet Bell **\$350**



The custom C by C bell helps improve the pitch on low F and E by slightly raising the pitch. The bell also helps smooth out the lower register of the clarinet



The custom C by C barrel helps so many things. It improves intonation, projection, and helps focus the sound of the clarinet. The bore has a reverse taper with a matching exterior shape that leaves an even wall thickness across the entire bore!

Please print and attach to shipping box:

Clarinets by Copeland
3910 Willowview Blvd.
Louisville, KY 40299



Clarinets by Copeland

clarinetsbycopeland@gmail.com

(865) 816-9587

Shipping Instructions

1. Start by packing the clarinet inside the case well with paper towels. Check case when it is closed that clarinet is not shifting around.
2. Wrap bubble wrap or kraft paper around clarinet case with tape to keep case from opening while in transit.
3. Find a box that is only slightly bigger than the case. Use fill (bubble wrap or packing peanuts or paper) to take up any space around the case.
4. Slightly close the flaps on the case and shake the box to see if you need to add more fill. You want the case to be snug inside the box, so it doesn't shift around.
5. Ship and attach address to box with the customer form inside the box.
6. Check in your instrument via the QR code (or website) in this packet.
7. Request a signature if you are not comfortable with it being left on a porch.
8. Relax and wait patiently for your better than new clarinet to arrive back home!

THANK YOU!!!