



Instructional Equipment Request (IER) Form

FY 2023-2024

Title of Submission:	Piano Technology Equipment
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Please review all information carefully to ensure timely processing. More information can be found [here](#).

Deadline	Action
10/11/2023	IER forms due to Division Dean
10/18/2023	Division review of IER forms (Dean & VP signature)
10/20/2023	IER forms due to Executive Assistant of Administrative Services (with Dean & VP signature)

Checklist

- ☒ All IER form fields complete
- ☒ Valid quote attached to submission (must be attached before submitting form)
 - **Shipping, installation, and tax** are required on the quote, whenever applicable. This must be provided by the vendor themselves. **Do not split quotes or submit duplicate quotes.**
 - **IMPORTANT:** To comply with state law, purchases between \$ 30,000.00 and \$ 109,299.99 require 3 quotes from 3 different vendors. We're required to proceed with the cheapest option unless a compelling argument can be provided for a more expensive option. If your request is approved, you will be notified *via email* to obtain an **updated quote, two additional quotes**, and complete a [requisition](#) form. Please monitor your email closely throughout the fiscal year as we **cannot** proceed with your request until these quotes, and any additional requirements, are provided.
 - Purchase requests of \$ 109,300.00 or more must go out for bid* (aka RFP process) and then go to Board for approval. You will be provided further instruction via email after your request is approved.
 - For assistance with quotes, please contact Bill Pagano at bpagano@clpccd.org or (925) 485-5271.
- ☐ IER form, with quote, signed and submitted to Division Dean including:
 - Quote (required)
 - [New Vendor Application](#) (if new vendor)
 - Copy of [W9](#) (if new vendor)

***Bid Process:** Purchasing submits RFP & selects cheapest bid → Requestor submits [Requisition](#) → Business Office enters Requisition in Banner → Requestor submits Board packet with copy of entered Requisition.

IER Process Flow

1. Completed packet signed and submitted to Division Dean
2. Dean reviews and forwards to Vice President
3. Vice President reviews and forwards to Executive Assistant of Administrative Services
4. Executive Assistant logs requests and forwards to M&O and IT for review
5. RAC reviews and scores requests
6. Executive Assistant combines committee scores into final rankings for final RAC review
7. RAC Chair meets with College President to discuss ranked requests
8. College President issues approval memo to RAC
9. RAC notifies requestors via email of approved requests and additional steps (e.g. additional quotes, board, etc.)
10. RAC submits IER forms to Business Office for processing
11. Business Office reviews requests, enters into Banner, and forwards to Purchasing
12. Purchasing will assist with requests that must go out for bid and requires board approval (requestor will be notified)

Instructional Equipment Definitions

Allowable Items

Allowable Items: Instructional equipment expenditures are eligible if the equipment, library material, or technology is for classroom instruction, student instruction or demonstration, or in the preparation of learning materials in an instructional program. There are five categories that will be used to classify instructional support. Please note that requests are not limited to the examples shown below.

1. **Equipment and Furniture:** instructional equipment and furniture for primary use by students in instructional programs:
 - a. Classroom/laboratory equipment including whiteboard, screen, projector, etc.
 - b. Instructional furniture including desks, tables, podium, chairs, etc.
2. **Information Technology:** instructional information technology equipment for student use in classrooms and/or laboratories including desktops, laptops, monitors, printers, servers, network/wireless infrastructure, AV/TV, multimedia.
3. **Software:** software licenses are allowed but only the initial year is permitted. Other software that are permitted are those that are used in excess of one year and software modifications that add capacity or efficiency to the software that defers obsolescence and results in an extension of the useful life of the software, including registration, counseling, student services, learning management systems for student use.
4. **Adaptive Equipment:** adaptive equipment for ADA/OCR students are allowed to assist them in a learning environment.
5. **Library Material:** databases, online subscriptions, books, periodicals, videos, etc.

Non-Allowable Items

Non-Allowable Items: Administrative or non-instructional purposes including equipment being used for administrative or non- instructional purposes is not allowed, including photocopiers, file cabinets, bookcases, computers, networking infrastructure, software licenses.

IE Rubric

RAC evaluates each IE request based on the rubric below. RAC stresses the importance of quality requests. RAC may choose not to rank incomplete IE requests.

Criteria	Strong Evidence	Adequate Evidence	Limited Evidence
LPC Mission & Planning Priorities [Section 2] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will fully support LPC Mission and Planning Priorities. 4-5	Clear evidence/data that equipment will fully support LPC Mission and Planning Priorities. 2-3	Limited or no evidence/data that equipment will support LPC Mission and Planning Priorities. 0-1
Educational Items: Programmatic Impact and Institutional Support [Section 3] (10 points) Ranking Scale	Clear and compelling evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 8-10	Clear evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 4-7	Limited or no evidence/data (as stated in program review) that this equipment will have an impact on program curriculum. 0-3
Teaching & Learning [Section 4] (10 points) Ranking Scale	Clear and compelling evidence/data that equipment provides much needed or beneficial enhancement to instruction. 8-10	Clear evidence/data that equipment provides enhanced instruction that is not met through current means. 4-7	Limited or no evidence/data that equipment provides enhanced instruction that is not met through current means. 0-3
Outcomes [Section 5] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will support course and/or program outcomes above and beyond current capability. 4-5	Clear evidence/data that equipment will support course and/or program outcomes beyond current capability. 2-3	Limited or no evidence/data that equipment will support course and/or program outcomes beyond current capability. 0-1

Instructional Equipment Request Form

Name of Requestor: Marschak, Daniel

Division: A&H

Discipline: Music

This Equipment Request is: New Equipment or Technology

SECTION 1: Equipment Description

Describe the specific equipment requested and how it will be used to replace, upgrade, or provide new technology to LPC from what is currently in place:

Equipment Location

Building #: 4000

Room #: 4227

Comments:

The new CTE Piano Technology Certificate will train the next generation of piano technicians how to tune, regulate, voice, and repair pianos. Successful piano technicians must master many tools and learn to repair a variety of common piano-related issues in order to succeed in the field, and many are cost prohibitive for students who may come from lower income households. We would like to be able to supply these tools and materials free of cost for the students to help close the equity gap. Everyone regardless of income should be able to take and succeed in these classes, and should have access to industry standard tools and materials.

If applicable, describe the legal requirement, mandate, or safety concern related to the purchase of this equipment, making specific reference to legal requirements or regulations:

SECTION 2: LPC Mission Statement and LPC Planning Priorities

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career- technical goals while promoting lifelong learning.

LPC Planning Priorities

- Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

Explain how the equipment supports LPC's Mission Statement and Planning Priorities:

This request is all about equity. Without these materials and tools, a student would need to spend hundreds of dollars on tools and supplies. We would like to have a 'library' of materials which can be lent out to students as needed while they are enrolled in the program. We also require the necessary materials for students to do repairs on the LPC piano fleet (such as strings and hammers) and a piano transporter for moving around pianos as needed.

SECTION 3: Educational Items | Program Review

Specify the educational programs the equipment supports:

Certificate of Achievement in Piano Technology

Is the equipment part of an upcoming Program Review? Was it included last year? If not, why? Use language from your Program Review to explain:

No - it's a new program.

SECTION 4: Teaching and Learning

Please use evidence and data that describes how the equipment provides enhancements/benefits to the current level of teaching capabilities:

In order to teach how to tune, maintain, and repair a piano, the instructor must ensure that students have appropriate tools and materials. For example, in order to teach how to replace strings on a piano, the instructor must have strings to use for a piano, the correct tools for the job, and a transporter to move it to an appropriate place for teaching. The instructor will be able to demonstrate things using a unified set of tools which he knows will be available for each student so that students may practice on the pianos themselves. This will make the teaching of course content much more effective.

Detail the impact the equipment has on learning:

Students who enter the piano technology field must have experience using industry standard tools and equipment. They must learn how to do common repairs, which requires having the appropriate materials. The college should provide these tools and materials so that students are not required to pay for them out of their own pocket, which is not equitable. One of things requested here is 20 kits that can be lent out to each student in the program for the duration of their studies so that they do not have to spend many hundreds of dollars on their own tools. This will vastly enhance equity in the program, and we will be able to lend these out for many years to come.

Please state the number of classes and students the equipment will impact:

Classes/Sections: 3	Students: 60
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SECTION 5: Student Learning Outcomes (SLOs)

Document how the equipment will enable you to surpass your current Student Learning Outcomes:

Upon completion of Piano Technology Certificate of Achievement, the student will be able to tune, voice, regulate, and repair upright and grand pianos using industry standard equipment in a reasonable amount of time.

Upon completion of MUS 145, the student will be able to tune upright and grand pianos at a basic level using industry standard equipment.

Upon completion of MUS 145, the student will be able to make basic repairs to upright and grand pianos.

Upon completion of MUS 145, the student will be able to voice a piano at a basic level.

Upon completion of MUS 146, the student will be able to tune upright and grand pianos at an intermediate level using industry standard equipment.

Upon completion of MUS 146, the student will be able to make intermediate repairs to upright and grand pianos.

Upon completion of MUS 146, the student will be able to voice a piano at an intermediate level.

None of these SLOs are achievable without industry standard tools and equipment.

SECTION 6: Total Cost of Ownership | *Maintenance and Sustainability*

Does the new equipment replace older equipment? If so, will you retire/surplus the old equipment? If not, where will you store the older equipment and what are the associated storage costs?

No

Detail how the equipment meets or exceeds [LPC's Sustainability Efforts](#):

By having a library of tools to lend out, less materials overall will be needed for years to come.

How does the equipment provide renewal resources to the college?

We will keep these tools and materials for 10-15 years.

Operator

Primary operator:	Marschak, Daniel		
Does the work align with current position duties?	Yes		
Cost to train primary operator:	0.00		
Approx. # of hours equipment will be used per month:	100		
Comments:			

Maintenance and Repairs

Who will perform maintenance and repairs?	N/A		
Estimated hours per month:	N/A		
Does the work align with current position duties?	Yes		
Cost to train for maintenance and repairs:	0.00		

SECTION 6: Total Cost of Ownership | *Maintenance and Sustainability (cont'd)*

Lifespan of Equipment: 15 years

FOAP (Budget) for Recurring Costs:

Fund

Org

Acct

Program

Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	36,281.98	
Shipping & Delivery Fees	0.00	Schaff is generously offering to cover this.
Installation Costs	0.00	
Miscellaneous Costs	0.00	
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	3,718.91	CA state tax 10.25%
(Enter as Positive) Discounts	0.00	Schaff is generously offering to cover shipping.
Start-Up Total	40,000.89	
Part B: Annual Operating Costs		
Type	Cost	Comments
Service/Maintenance	0.00	
Part Replacement	0.00	
Vendor Calibration or Standardization	0.00	
Storage	0.00	
Supplies	0.00	
Maintenance/Repair Labor	0.00	
Software Licensing	0.00	
Other	0.00	
Annual Total	0.00	
Overall Cost:	40,000.89	

Approvals and Signature Routing

Before signing below, please confirm all fields are filled out and all information provided is correct. Requests must be fully complete, signed, and submitted to your Division Dean by the deadline (see page 1). **Quote must be attached to this form before submitting.**

Title	Signature	Date
Requestor:	<i>Daniel Marschak</i>	09/28/2023
Division Dean:		10/02/2023
Vice President:	<i>Nan Ho</i>	10/03/2023
College Technology Services Manager:	<i>Stephen Gunderson</i>	10/03/2023
M&O Director:	<i>John Seybert</i>	10/03/2023
Vice President, Administrative Services:	<i>Anette Raichbart</i>	10/04/2023



CHABOT – LAS POSITAS COMMUNITY COLLEGE DISTRICT Vendor Profile Application

Return Completed Form to:

Contact Person Requesting Your Services

PLEASE TYPE OR PRINT.

For questions regarding this form or the application process, please contact the Purchasing Department at (925) 485-5230.

1. Vendor Name: <u>Schaff Piano Supply Co.</u> DBA (if any): _____ Check payable to _____	
2. This information must be supplied. If not, the application will be returned. <u>W9 form Required.</u> Federal ID Number <u>36</u> - <u>2301617</u> or Social Security Number _____ - _____ - _____ A. Federal Tax Classification <input type="checkbox"/> Individual/Sole Proprietor (S) <input type="checkbox"/> Joint Venture (J) <input type="checkbox"/> Partnership <input type="checkbox"/> Single-Member LLC <input checked="" type="checkbox"/> Corporation (C), State where incorporated <u>Illinois</u> B. Is it a Non-Profit Organization? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No , If yes provide Tax-Exempt Form C. Business Start/Incorporation Date <u>01</u> / <u>01</u> / <u>1955</u>	
3. Addresses A. <u>Primary/Mailing</u> Street <u>1370 Ensell Road</u> City <u>Lake Zurich</u> Zip Code <u>IL</u> Primary Contact Name <u>AR</u> Phone <u>(847) 438 - 4556</u> Ext. _____ Fax (_____) _____ - _____ Email <u>info@schaffpiano.com</u> B. <u>Order (for Purchase Orders, if different from above)</u> Street _____ City _____ Zip Code _____ Primary Contact Name _____ Phone (_____) _____ - _____ Ext. _____ Fax (_____) _____ - _____ Email _____ C. <u>Remittance (for checks if different from above)</u> Street _____ City _____ Zip Code _____ Primary Contact Name _____ Phone (_____) _____ - _____ Ext. _____ Fax (_____) _____ - _____ Email _____	
4. Vendor Category <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Minority Owned <input checked="" type="checkbox"/> Small Business <input type="checkbox"/> Women Owned	
5. Type of Business: Check the one which best describe your company: <input type="checkbox"/> Broker <input type="checkbox"/> Manufacturer <input type="checkbox"/> Manufacturer's Rep <input checked="" type="checkbox"/> Wholesaler <input type="checkbox"/> Retailer <u>Service</u> <input type="checkbox"/> Architect, Engineer, Construction <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Other	
6. Sales Tax Collection <input type="checkbox"/> Collects all Sales/Use Tax for Alameda County <input type="checkbox"/> Collects Selected Taxes _____% <input checked="" type="checkbox"/> Does not collect Sales Tax California Seller or Use Tax Permit Number _____ Do you supply recycled products? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
7. Type of commodities or services that your business provides <u>Piano Supplies</u>	
8. Name of person completing the form Name <u>Rob Johnson</u> Title <u>President</u> Phone No. <u>847-438-4556</u> Signature <u></u> Date <u>09/19/23</u> Email Address: <u>info@schaffpiano.com</u>	

DO NOT COMPLETE – For CLPCCD use only <input type="checkbox"/> New <input type="checkbox"/> Updated
Received by Purchasing on _____ VENDOR NO. _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
 See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Schaff Piano Supply Co	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. 1370 Ensell Road	Requester's name and address (optional)
6 City, state, and ZIP code Lake Zurich, IL 60047	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	
3	6
-	2
3	0
1	6
1	7

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 9/19/23
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



SCHAFF PIANO SUPPLY CO

1370 ENSELL ROAD
 LAKE ZURICH, IL 60047
 PHONE: (847)438-4556
 FAX: (847)320-1390
 www.schaffpiano.com

QUOTE

Invoice No.: **1150700-000**
 Date: **09/28/2023**
 Customer: **3990000**
 Page: **1 of 7**

Sold To:

**LAS POSITAS COLLEGE MUSIC DEPARTMENT
 DAN MARSCHAK
 3000 CAMPUS HILL DR (OFFICE 4227)
 LIVERMORE, CA 94551**

Ship To:

**LAS POSITAS COLLEGE MUSIC DEPARTMENT
 DAN MARSCHAK
 3000 CAMPUS HILL DR (OFFICE 4227)
 LIVERMORE, CA 94551**

P.O. No.:

Terms	Order No./Rel.	Ship Via	Req. Date	Customer
NET 30 DAYS	1150700-000	TRUCK	09/28/2023	3990000

QUOTE ORDER - DO NOT PAY

Ord	Shp	BO	Product Number	Description	Price	Unit	Extension
1	1	0.0	877	ALUMINUM RULE, 48"	25.00	EACH	25.00
20	20	0.0	4032A	6" STAINLESS STEEL RULE MILLIMETERS & 64THS	3.50	EACH	70.00
20	20	0.0	R-29	3-IN-1 GAUGE	13.50	EACH	270.00
2	2	0.0	145	NEUSES TENSION GAUGE, 10 GRAM	57.00	EACH	114.00
20	20	0.0	3299	UTILITY DIGITAL MICROMETER	69.00	EACH	1,380.00
1	1	0.0	6010	TORQUE WRENCH	249.00	EACH	249.00
1	1	0.0	106	BEARING CHECK GAUGE	14.75	EACH	14.75
1	1	0.0	3292	DIGITAL CALIPER, 6"	59.00	EACH	59.00
1	1	0.0	4044	STARRETT DIGITAL MICROMETER	345.00	EACH	345.00
1	1	0.0	415	WELLER HEAT GUN	205.00	EACH	205.00
1	1	0.0	909	BUSHING CLOTH REMOVER	29.50	EACH	29.50
2	2	0.0	907	4-IN-1 LET OFF RACK	195.00	EACH	390.00
20	20	0.0	40	SHARP LEVELER	32.00	EACH	640.00
1	1	0.0	890	SHANK & HAMMER CLAMP	99.50	EACH	99.50
1	1	0.0	906	DIAL-TEMP WATTAGE CONTROLLER	94.00	EACH	94.00
10	10	0.0	247	KEY CLAMPS (SET=52 PAIR)	8.50	PAIR	85.00
20	20	0.0	206B	LARGE FELT MUTE	6.25	EACH	125.00
20	20	0.0	206A	MEDIUM FELT MUTE	4.95	EACH	99.00
20	20	0.0	207	PAPP'S TREBLE MUTE	9.95	EACH	199.00
20	20	0.0	209XT	TEMPERAMENT STRIP, EX THIN	6.50	EACH	130.00
20	20	0.0	209	TEMPERAMENT STRIP, STANDARD	6.95	EACH	139.00
1	1	0.0	PT-SP-HDC	PETERSON STROBOPLUS HDC TUNER	159.99	EACH	159.99

Ord	Shp	BO	Product Number	Description	Price	Unit	Extension
20	20	0.0	5501	CENTER PIN TOOL	36.00	EACH	720.00
1	1	0.0	3120	KEY EASING PLIERS	175.00	EACH	175.00
20	20	0.0	234	NEEDLE NOSE PLIERS	33.50	EACH	670.00
20	20	0.0	241	ROUND NOSE PLIERS	32.75	EACH	655.00
20	20	0.0	235	SIDE-CUTTING PLIERS	79.95	EACH	1,599.00
20	20	0.0	215	XURON SIDE CUTTER	21.50	EACH	430.00
1	1	0.0	291	SHANK KNURLING PLIERS	39.00	EACH	39.00
1	1	0.0	5502	WIRE BENDING PLIERS	249.00	EACH	249.00
1	1	0.0	R-21	WIRE BENDING PLIERS	69.95	EACH	69.95
1	1	0.0	227	XURON MUSIC WIRE CUTTERS	39.00	EACH	39.00
1	1	0.0	5500	CENTER PIN PLIERS	149.00	EACH	149.00
1	1	0.0	240	RIB JOINT PLIERS	7.95	EACH	7.95
1	1	0.0	79N	"T" COMBINATION HANDLE, NYLON	19.75	EACH	19.75
1	1	0.0	70	BACKCHECK REMOVER	16.50	EACH	16.50
1	1	0.0	3156	BALANCE PIN HOLE REAMER	54.00	EACH	54.00
20	20	0.0	83	CAPSTAN REGULATOR	12.75	EACH	255.00
20	20	0.0	26	COMBINATION TOOL HANDLE PLASTIC	19.75	EACH	395.00
20	20	0.0	61C	DAMPER REGULATOR, RIGHT ANGLE	12.00	EACH	240.00
20	20	0.0	61A	DAMPER REGULATOR, OFFSET ANGLE	12.00	EACH	240.00
20	20	0.0	61B	DAMPER REGULATOR, STRAIGHT	12.00	EACH	240.00
20	20	0.0	4107	DAMPER SCREW REGULATOR, 8"	12.75	EACH	255.00
20	20	0.0	34	FLANGE SCREWDRIVER, SLOTTED	14.00	EACH	280.00
1	1	0.0	3115	FLANGE SCREWDRIVER, PHILLIPS	14.50	EACH	14.50
20	20	0.0	895	HART SPRING TOOL	30.00	EACH	600.00
1	1	0.0	R-28	JACK ALIGNMENT TOOL	23.50	EACH	23.50
20	20	0.0	43	KEY BALANCE HOLE EASER	16.00	EACH	320.00
20	20	0.0	464	OFFSET KEY SPACER	15.50	EACH	310.00
20	20	0.0	38	PHILLIPS SCREWDRIVER, #1 5" LONG	9.50	EACH	190.00
20	20	0.0	33A	PHILLIPS SCREWDRIVER, #2 8" LONG	8.50	EACH	170.00
20	20	0.0	269	REGULATING SCREWDRIVER	29.50	EACH	590.00
20	20	0.0	31C	SLOTTED SCREWDRIVER, 1/4" DIA. 8" LONG	11.75	EACH	235.00
20	20	0.0	32C	SLOTTED SCREWDRIVER, 3/16" DIA 8" LONG	11.50	EACH	230.00
20	20	0.0	4106	SLOTTED SCREWDRIVER, 8" LONG	10.25	EACH	205.00
20	20	0.0	84B	SQUARE CAPSTAN SCREW WRENCH 8" LONG	12.25	EACH	245.00
2	2	0.0	84A	SQUARE CAPSTAN SCREW WRENCH 4" LONG	11.25	EACH	22.50
3	3	0.0	S-155	FLANGE BUSHING BURNISHER WITH KNURLED HANDLE	8.50	EACH	25.50

Ord	Shp	BO	Product Number	Description	Price	Unit	Extension
3	3	0.0	150	FRICITION TOOL HANDLE	11.00	EACH	33.00
1	1	0.0	93	GRAND DAMPER HOOK	21.00	EACH	21.00
1	1	0.0	110	BROKEN TUNING PIN EXTRACTOR	19.50	EACH	19.50
20	20	0.0	135S	STRING HOOK	22.00	EACH	440.00
1	1	0.0	63	POWER TUNING PIN SOCKET STAR RECESS	20.00	EACH	20.00
20	20	0.0	134	STRING LIFTER & SPACER	22.00	EACH	440.00
20	20	0.0	109	TUNING PIN CRANK	21.75	EACH	435.00
20	20	0.0	108	TUNING PIN SETTER	25.95	EACH	519.00
1	1	0.0	89	MANNINO STRING HOOK	42.00	EACH	42.00
1	1	0.0	3101	IMPACT COIL LIFTER	42.25	EACH	42.25
1	1	0.0	4030	SLOTTED SCREWHOLDER, 6"	13.95	EACH	13.95
1	1	0.0	3270	TWIST DRILL SET (SET=60) #1 - #60	99.50	SET	99.50
20	20	0.0	160D	12" TWEEZERS	14.00	EACH	280.00
20	20	0.0	165A	CENTER PIN CASE, FILLED	65.00	EACH	1,300.00
20	20	0.0	162	CURVED FORCEPS	7.00	EACH	140.00
20	20	0.0	220	FLANGE BUSHING BROACH KIT	45.00	SET	900.00
20	20	0.0	3201	FLANGE BUSHING DRILL, 7/64" WITH HANDLE ATTACHED	7.25	EACH	145.00
20	20	0.0	189	HYPO-250 OILER, 1-1/4 OZ THIN GAUGE NEEDLE	3.75	EACH	75.00
5	5	0.0	184	HYPO-49 OILER, 2 OZ STANDARD GAUGE NEEDLE	3.25	EACH	16.25
20	20	0.0	129	JACK HOLDING TOOL	11.50	EACH	230.00
20	20	0.0	R-25	KEY DIP BLOCK, 10MM	6.95	EACH	139.00
1	1	0.0	255	KEY LEVELING DEVICE	48.00	EACH	48.00
1	1	0.0	879	LARGE PHILLIPS SCREWDRIVER	9.75	EACH	9.75
1	1	0.0	878	LARGE SLOTTED SCREWDRIVER	9.75	EACH	9.75
1	1	0.0	219-N	SANDPAPER STRIPS	7.50	DOZ	7.50
2	2	0.0	273	SCIORTINO COIL MAKER	31.50	EACH	63.00
2	2	0.0	6050	SHOE PEGS	4.95	M	9.90
2	2	0.0	6025	TRAVEL TAPE, 1/8" W X 60 YARDS	4.25	EACH	8.50
20	20	0.0	#1	BASIC TUNING KIT	64.00	EACH	1,280.00
20	20	0.0	#6	HAMMER REPLACEMENT KIT	119.90	EACH	2,398.00
3	3	0.0	#3	MUSIC WIRE ASSORTMENT KIT 1/3 LB REELS W/O BRAKE #13-20	148.50	EACH	445.50
20	20	0.0	111C	FLITZ METAL POLISH, 1.76 OZ	10.50	EACH	210.00
20	20	0.0	392-1	TITEBOND WOOD GLUE, 1.25 OZ	3.05	EACH	61.00
20	20	0.0	468	MICRO-FINE PTFE POWDER 1 OZ. JAR	9.95	EACH	199.00
20	20	0.0	1406	PROTEK CLP LUBE, 4 OZ.	8.05	EACH	161.00
20	20	0.0	1409	PROTEK MPL-1 LUBE, 2 OZ.	6.50	EACH	130.00

Ord	Shp	BO	Product Number	Description	Price	Unit	Extension
20	20	0.0	332C	BAL RAIL PUNCHINGS, MEDIUM	5.55	C	111.02
3	3	0.0	333A	BAL RL PAPER PUNCHING ASSORT. .003-.045" THICK	49.00	EACH	147.00
3	3	0.0	338A	FRT RL PAPER PUNCHING ASSORT. .003-.080" THICK	99.00	EACH	297.00
1	1	0.0	4001	GRAND PIANO TRANSPORTER 5" BLACK POLY CASTERS	1,795.0	EACH	1,795.00
2	2	0.0	10	HARPSICHORD TUNING LEVER GOOSENECK	18.50	EACH	37.00
2	2	0.0	9	HARPSICHORD TUNING LEVER "T" STYLE	13.00	EACH	26.00
20	20	0.0	4037	SLOTTED SCREW STARTER, 5"	9.95	EACH	199.00
2	2	0.0	295	MINI HACK SAW	7.95	EACH	15.90
1	1	0.0	100	NEEDLE FILE SET	27.25	SET	27.25
3	3	0.0	4040B	REPLACEMENT BLADE (PKG=10)	8.75	PKG	26.25
2	2	0.0	MF-365	SCRATCH AWL	7.95	EACH	15.90
1	1	0.0	6000D	OLFA ROTARY CUTTER, 45MM	24.00	EACH	24.00
1	1	0.0	987	AGRAFFE TAP, 1/4-36	24.50	EACH	24.50
1	1	0.0	985	AGRAFFE TAP, 7/32-36	29.50	EACH	29.50
1	1	0.0	3212	ALLIGATOR FORCEPS	19.95	EACH	19.95
2	2	0.0	262	BASS STRING TWISTING TOOL	19.50	EACH	39.00
1	1	0.0	167	BUTT & HAMMER BORE JIG	32.00	EACH	32.00
2	2	0.0	165	CENTER PIN CASE, EMPTY	29.50	EACH	59.00
2	2	0.0	149	DOUBLE END PIN VISE	10.60	EACH	21.20
1	1	0.0	279	FELT CUTTER	59.00	EACH	59.00
1	1	0.0	139	GRAND HAMMER HEAD REAMER	19.50	EACH	19.50
1	1	0.0	973	GRAND KEY LEVELING LEADS (SET = 52)	95.00	SET	95.00
1	1	0.0	3122	HALE BUSHING TOOL KIT	46.85	EACH	46.85
1	1	0.0	98	HAMMER CHECKERING FILE	59.00	EACH	59.00
1	1	0.0	170	HAMMER HEAD & BUTT BORER	34.00	EACH	34.00
1	1	0.0	127	JACK SPRING HOLE REAMER	13.50	EACH	13.50
2	2	0.0	212	LID PROP	16.00	EACH	32.00
1	1	0.0	6040	PEDAL PIN EXTRACTOR	59.00	EACH	59.00
2	2	0.0	6000C	OLFA ROTARY BLADE, 45MM	9.95	EACH	19.90
1	1	0.0	6000B	OLFA CUTTING MAT, 12" X 18"	24.00	EACH	24.00
20	20	0.0	140	SPRING CLIP INSERTER	7.25	EACH	145.00
2	2	0.0	4033	TELESCOPE MAGNETIC PICKUP	11.00	EACH	22.00
4	4	0.0	107	VOICING NEEDLES (PKG=20 PCS) NO. 6	3.00	PKG	12.00
1	1	0.0	272	WEDGE KEY EASING TOOL	14.00	EACH	14.00
5	5	0.0	7925	MACKINTOSH BENCH COVER	101.00	EACH	505.00
4	4	0.0	814	DELUXE MOVING PAD	29.50	EACH	118.00

Ord	Shp	BO	Product Number	Description	Price	Unit	Extension
1	1	0.0	1606	BOOK-PIERCE PIANO ATLAS BY PIERCE	39.95	EACH	39.95
2	2	0.0	1688	BOOK-PIANO PARTS & THEIR FUNCTIONS, BY MASON	21.00	EACH	42.00
1	1	0.0	1614	BOOK-A GUIDE TO RESTRINGING BY TRAVIS	19.50	EACH	19.50
3	3	0.0	6026-1	TRAVEL PAPER, .1MM (PKG=25)	10.50	PKG	31.50
3	3	0.0	6026-2	TRAVEL PAPER, .2MM (PKG=25)	13.50	PKG	40.50
1	1	0.0	*335-1030	1/2" COUNTERSINK	5.65	EACH	5.65
1	1	0.0	30-TW	AGRAFFE T-WRENCH	48.00	EACH	48.00
1	1	0.0	30-D	POWER AGRAFFE TURNER	39.00	EACH	39.00
20	20	0.0	C-13	LET-OFF RATCHET	13.00	EACH	260.00
2	2	0.0	5501-PN	REPLACEMENT NEEDLE	5.50	EACH	11.00
20	20	0.0	*CSE-6780	14" TOOL CASE	13.25	EACH	265.00
1	1	0.0	3211	DEPTH GAUGE	22.00	EACH	22.00
1	1	0.0	*DI-8	8" DIVIDER	29.95		29.95
2	2	0.0	*F-101	PERMAGRIT FLAT FILE 120-GRIT	14.95	EACH	29.90
2	2	0.0	*F102	PERMAGRIT FLAT FILE 60-GRIT	14.95	EACH	29.90
2	2	0.0	Y-897W	REPLACEMENT ALLEN WRENCH FOR HART VOICING TOOL	0.75	EACH	1.50
1	1	0.0	*SK-143	10" MILL BASTARD FILE	7.65	EACH	7.65
1	1	0.0	8007B	SPURLOCK DAMPER BEAN BAG	19.95	EACH	19.95
1	1	0.0	8009	SPURLOCK DAMPER FELT CUTTING BLOCK	48.95	EACH	48.95
20	20	0.0	*STL-250C	COATED SOUNDBOARD STEEL	8.95	EACH	179.00
1	1	0.0	1028TF	DAMPER TRAY FELT 13/16"W X 47"L X .170"T	7.95	STP	7.95
1	1	0.0	*ZAP-105	ZAP-A-GAP SINGLE USE TUBES	5.99	EACH	5.99
2	2	0.0	*HP-H10A	PELTOR TWIN CUP HEAR PROTECT	34.95	EACH	69.90
24	24	0.0	320D	ENGLISH BUSHING CLOTH, STRIP 1.3MM (.051") THICK	2.89	STP	69.36
24	24	0.0	320A	ENGLISH BUSHING CLOTH, STRIP 1.0MM (.039") THICK	2.50	STP	60.00
24	24	0.0	320B	ENGLISH BUSHING CLOTH, STRIP 1.1MM (.043") THICK	2.41	STP	57.88
1	1	0.0	1596-1/2	GRAND BASS DAMPER FELT WITH RED BACKING	79.95	SET	79.95
1	1	0.0	1596	GRAND TREBLE DAMPER FELT CREASED, WITH RED BACKING	63.40	SET	63.40
2	2	0.0	*HX-12	HAMMERS BY THE POUND	12.00	LB	24.00
46	46	0.0	2045	SET BASS STRINGS LARGE & SQUARE GRANDS BOSTON 7'	9.75	EACH	448.50
1	1	0.0	COP	COMEX COPPER SURCHARGE	12.00	SET	12.00

Ord	Shp	BO	Product Number	Description	Price	Unit	Extension
44	44	0.0	2044	SET BASS STRINGS UPRIGHTS & SMALL GRANDS 54" UPRIGHT	8.50	EACH	374.00
1	1	0.0	COP	COMEX COPPER SURCHARGE	12.00	SET	12.00
47	47	0.0	2044	SET BASS STRINGS UPRIGHTS & SMALL GRANDS CHICKERING 6'	8.50	EACH	399.50
1	1	0.0	COP	COMEX COPPER SURCHARGE	12.00	SET	12.00
2	2	0.0	UHP-48	HUMIDIFIER PADS (PKG=48)	65.80	PKG	131.60
36	36	0.0	HT	PAD TREATMENT, 8 OZ.	5.43	EACH	195.48
2	2	0.0	5-12	5 LB ROSLAU WIRE, #12	66.45	EACH	132.91
2	2	0.0	5-12-1/2	5 LB ROSLAU WIRE, #12-1/2	66.45	EACH	132.91
2	2	0.0	5-13	5 LB ROSLAU WIRE, #13	66.45	EACH	132.91
2	2	0.0	5-13-1/2	5 LB ROSLAU WIRE, #13-1/2	66.45	EACH	132.91
2	2	0.0	5-14	5 LB ROSLAU WIRE, #14	66.45	EACH	132.91
2	2	0.0	5-14-1/2	5 LB ROSLAU WIRE, #14-1/2	66.45	EACH	132.91
2	2	0.0	5-15	5 LB ROSLAU WIRE, #15	66.45	EACH	132.91
2	2	0.0	5-15-1/2	5 LB ROSLAU WIRE, #15-1/2	66.45	EACH	132.91
2	2	0.0	5-16	5 LB ROSLAU WIRE, #16	66.45	EACH	132.91
2	2	0.0	5-16-1/2	5 LB ROSLAU WIRE, #16-1/2	66.45	EACH	132.91
2	2	0.0	5-17	5 LB ROSLAU WIRE, #17	66.45	EACH	132.91
2	2	0.0	5-17-1/2	5 LB ROSLAU WIRE, #17-1/2	66.45	EACH	132.91
2	2	0.0	5-18	5 LB ROSLAU WIRE, #18	66.45	EACH	132.91
2	2	0.0	5-18-1/2	5 LB ROSLAU WIRE, #18-1/2	66.45	EACH	132.91
2	2	0.0	5-19	5 LB ROSLAU WIRE, #19	66.45	EACH	132.91
2	2	0.0	5-19-1/2	5 LB ROSLAU WIRE, #19-1/2	66.45	EACH	132.91
2	2	0.0	5-20	5 LB ROSLAU WIRE, #20	66.45	EACH	132.91
2	2	0.0	5-20-1/2	5 LB ROSLAU WIRE, #20-1/2	66.45	EACH	132.91
2	2	0.0	5-21	5 LB ROSLAU WIRE, #21	66.45	EACH	132.91
2	2	0.0	5-21-1/2	5 LB ROSLAU WIRE, #21-1/2	66.45	EACH	132.91
2	2	0.0	5-22	5 LB ROSLAU WIRE, #22	66.45	EACH	132.91
1	1	0.0	A37-17	ABEL UPRIGHT HAMMERS 17 LB. UNBORED BASS TBA	235.00	SET	235.00
1	1	0.0	GW420-30-17	IMADEGAWA GRAND HAMMERS 17 LB. UNBORED	285.00	SET	285.00
1	1	0.0	A3715-17M	ABEL UPRIGHT HAMMERS 17 LB. UNBORED BASS TBA	260.00	SET	260.00

INVOICE

Ord	Shp	BO	Product Number	Description	Price	Unit	Extension
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Sub Total: 36,281.98

Total: \$ 36,281.98