



Carol Stephenson  
Finance and Community Committee  
Steining Parish Council  
Steining Centre  
Fletchers Croft  
Steining  
West Sussex  
BN44 3XZ

30 January 2017

Dear Carol

**Steinway Grand Piano service**

In the past the Finance and Community Committee have kindly helped towards the cost of servicing of the grand piano at the Steining Centre with a generous cheque to cover a substantial part of the bill. Those payments have enabled us to reserve our own funds for what we do best; promoting high quality, professional concerts and organising music-related educational activities in the town. As the piano is due another service in 2017 I am writing to ask if the Finance and Community Committee would again consider making a grant to the Music Society to assist payment of the service invoice.

This year's service invoice from Steinway & Sons totals **£1910.00**.

The service will take place on the 14<sup>th</sup> & 15<sup>th</sup> August.

I have enclosed a copy of the invoice and a copy of our most recent audited accounts.

The piano continues to be used widely by other organisations and individuals from both within the town and from further afield. Concerts and recordings take place at the Centre solely because of the instruments residency and we are delighted that, entirely appropriately, it has featured prominently at concerts and events in the Steining Festival.

Very best wishes



STEINWAY & SONS

STEINWAY & SONS  
Steinway Hall, 44 Marylebone Lane, London W1U 2DB  
Tel: 020 7487 3391 Fax: 020 7935 0466

*Restoration Centre*  
Direct Tel: 020 7535 5101  
Direct Fax: 020 7487 3395  
Email: wtang@steinway.co.uk

Steining Music Society  
Care of Gary Prior  
20 Middle Mead  
Steining  
West Sussex  
BN44 3RG

Account Number: D806  
Date: 11/10/2016

**QUOTATION SUMMARY**

PIANO: Steinway  
MODEL: C  
NUMBER: 501820  
FINISH: Ebonised Satin

**REPAIR DETAILS**

To undertake servicing of the above instrument as detailed below:

- Re-string the top two sections of steel strings
- Cleaning out the interior
- Shaping the hammers
- Fitting the hammers to the strings
- Cleaning and lubricating friction points in the action
- Cleaning, lubricating and regulating pedals
- Regulating the action
- Voicing the hammers and tuning

Our technician will require access for two days

If the piano has not been tuned recently we recommend that you make arrangements to have the instrument tuned prior to our visit

Total Servicing charge including VAT      **£1,910.00**

Please note, the price quoted above is valid for 6 months from the date of this quotation.

If you wish us to proceed with this work, please sign and return the form below with a deposit for 50%.

**QUOTATION ACCEPTANCE**

I/we accept the above quotation, and request the servicing work is carried out as specified

Signed \_\_\_\_\_

Date \_\_\_\_\_

Net Repair Charge	£1,591.67
VAT	£318.33
Gross Total	£1,910.00
50% Deposit Required	£955.00

*This is not a tax invoice - a full VAT invoice will be issued in due course*