

xxx (city), xxx (full date)

xxx xxx (buyer name)
xxx buyer address 1
xxx buyer address 2

Dear xxx (buyer's name),

I'm glad you're interested in getting my xxx alto recorder by xxx advertised at <http://recordersforsale.com/XXX> I'll send the instrument to you under the following conditions:

1. Before I send you the instrument, you'll agree to send me a payment of total €xxx by bank transfer. This amount includes:

- a) An alto recorder by xxx (price € xxx)
- b) Shipping costs xxxcity-xxxcity by registered mail (about € xxx)

2. Once I get the payment, I'll send you the instrument in 1-3 days.

3. Once you receive the recorder, you will have a trial period of **maximum 7 days** to try it out and to decide whether to buy it or not. *Please let me know by email as soon as the instrument has safely arrived.*

4. If you're happy with it, the deal is done.

5. If you're not, you will send back the instrument to me *within the 7 days trial period* upon receiving it. Once I get it back I'll check if the instrument is still in perfect condition, and if so, I'll send your money back *on the very same day* to your account by bank transfer.

6. Care and maintenance of the instrument: During the trial period the instrument should never be played for more than 60 minutes per day. This is normal practice with every recorder in order to keep its voicing and playing qualities, so I assume this is what you'd do anyway but, just in case, I want to make it clear. This is very important for me. *Please be serious about it. Thanks!* And in case you send the instrument back to me, it should still be in perfect general condition.

7. In case you'd finally not buy the recorder, you agree to pay the shipping costs to send it back to me **by registered mail** (as stated above, *within the 7 days trial period*).

Practical info:

My address is:

xxx (seller address 1)
xxx (seller address 2)
xxx (seller address 3)

My bank account is:

xxx (seller's full name)
Account no: XXXX XXXX XX XXXXXXXXXXXX
Swift code: XXXXXXXXXXXX
IBAN: XXXX XXXX XX XXXXXXXXXXXX

This document must be signed and returned to me by email before the instrument is sent to you.

Signed: xxx (buyer's name)

Date: ____ xxx, 2016

Best regards,

xxx (seller's name)

xxx (seller's website, if available)

xxx (seller's email)