

# Costume America

80 Smith St, Suite 7, Farmingdale, NY 11735

www.costumeamerica.com

Phone: (631) 414-7464 Email: info@costumeamerica.com

## Theatrical Rental Order Form

**Name of Show:** \_\_\_\_\_

**Show Dates:** \_\_\_\_\_

**Date You Need Costumes By:** \_\_\_\_\_

\*Please note that 14 days are included with your rental period. Extra charges will be calculated and put on your initial invoice if your dates are over 14 days. Dates listed must count from the day costumes arrive to you until the date they are shipping out from your location back to us.\*

**Number of Costumes Needed:** \_\_\_\_\_

\*Please include in your initial paperwork a copy of our costume plot with the costumes you need circled or otherwise marked\*

**Name of School/Theater:** \_\_\_\_\_

**Name of Costumer in Charge:** \_\_\_\_\_

**Shipping Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

### **Deposit and Balance:**

I agree that the deposit will be 25% of my total order and must also be made to consider booking complete. The final balance due needs to be paid **PRIOR TO** the shipment or pickup of my costume order. The shipping charges will be added to your quote, but will not be finalized until boxes are packed.

I agree that deposits are **NON-REFUNDABLE** once my order is placed and the rental costumes have been held for my show. If changes are made after my order is placed, I understand that deposit charges for the costumes held will still apply.

**Method of Payment:** (Please circle one)

Credit Card

School/BOCES Check

Purchase Order

**\*\*We do still require a credit card number on the Rental Agreement even if you are paying by school check or purchase order\*\***

If paying with a school check, please remember it is your responsibility to follow up with your payment before shipment date.

**\*\*Shows do not ship or leave the shop without the full balance paid.\*\***  
Purchase orders **MUST BE PAID** within 30 days of delivery/pickup. If we are not paid within 30 days, we will charge the card on file for the remaining balance of the order.

A completed measurement sheet is not required when booking unless your show dates are 30 days or less away. We **MUST** have your cast measurements and a deposit or PO info to us at least 30 days before your show's ship/pickup date or a **Rush fee (to be determined) will be added to your order.**  
**We can only accept our measurement form – NO SUBSTITUTIONS. A Non-standardized Paperwork fee of \$25.00 will be charged for orders that do not utilize the Costume America measurements sheets.**

**Required for credit card customers only:**

**Credit Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ **Security Code:** \_\_\_\_\_

**Card Billing Address:** \_\_\_\_\_

\_\_\_\_\_

I authorize Costume America to charge my card for the deposit of my costume rentals in the amount of \$\_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

I authorize Costume America to charge my card for the remaining balance of my order on the week of my pickup/delivery date:

**Authorized Signature:** \_\_\_\_\_

**Please email this full form and a signed theatrical rental agreement to [info@costumeamerica.com](mailto:info@costumeamerica.com) to move forward with your order.**

If you are paying with a personal card and need an additional itemized receipt or have any special needs in order to get reimbursed, please let us know. We are happy to help. You will be contacted after we receive your order form and rental agreement to confirm your booking.

**Thank you for ordering with Costume America!**