## YEARS and still Number 1!

Thank you for considering us for a part in your show! We have received Dear Friend, your request for costume rental information and we thank you for your

Your costume plot or show suggestions are enclosed. If this is your first experience renting, this plot is an outline of how the costuming is most interest. often approached for a particular show. Be assured, however, that we would be delighted to work with you if you have a unique concept for your show.

To begin, please send us the circled costume plot or a detailed list of the costumes you would like to use. If you would like a little guidance or advice, please feel free to call on us. We all love our work and stand ready to assist you. If you would feel most comfortable contacting me directly,

Place your order early — the perks are worth it! Together, The Costumer's do not hesitate. Discount Program and Annual Rebate Program (information enclosed) make our prices the most reasonable in the industry.

Good luck with your rehearsals and your show. We are looking forward to Erik Johnsen playing our part!

Erik Johnsen President

Rental Costumes Shipped from:

1020-1030 Barrett St., Schenectady, NY 12305 p: 518-374-7442 • f: 518-374-0087 theatre@thecostumer.com

Catalog Merchandise Shipped from: 1995 Central Ave., Colonie, NY 12205 p: 1-877-218-1289 • f: 518-452-5758 info@thecostumer.com

## **How To Order Your Costumes**

A complete rental order includes the following three documents:



- Fill in shipping & billing information
- Read and initial ALL 16 sections
- Sign as lessee



- Circle your desired costumes
- Write actor's name next to character's name
- If multiple actors need a specific costume, write the total under "Quantity"
- Write special requests under "Notes"



- Read "How to Take Measurements" instructions on the back of the form
- Use the enclosed tape measurer

### **How to Submit Online:**

Your WebID & Password are included below or in the e-mail that accompanied your plot.

GO TO: http://96.236.16.211:8085/ (Internet Explorer not supported. Download Firefox free at www.mozilla.com)

WEB ID: _		 	 
DVCC/VOD	D.		

### **How to Submit in Hardcopy:**

Please use blue or black ink ONLY when filling out forms.

FAX TO: **518-374-0087** 

MAIL TO: 1020 Barrett Street Schenectady, NY 12305

## **How To Save On Your Order**

### DISCOUNTS

For EVERY order we receive at least 6 weeks prior to the opening performance, we'll take a PERCENTAGE DEDUCTION from the total!\*

\$750 - 2499.99 — **5% OFF** \$2500 - 4499.99 — **10% OFF** \$4500 & up — **15% OFF** 

\*\$750 order minimum, applies to the first week only

The Costumer uses UPS ground, so consider the following shipping times when ordering:

To northeast US: 2 Days
To midwest US: 4-5 Days
To west coast US: 6 Days

### REBATES

Every year, The Costumer gives you a rebate worth **5**% of your largest order from the previous school year!

So, to take full advantage of The Costumer's great savings, submit your order early and remember to use your rebate and...

> ...we'll just keep saving you money!

RENTAL COSTS ARE THE FULL QUOTED PRICE FOR THE 1ST WEEK, 50% EACH FOR THE 2ND AND 3RD WEEKS AND 25% FOR EACH SUBSEQUENT WEEK.

## **How We Send Your Costumes**

- Whenever possible, We ship your costumes early! We want you to have time to rehearse with the costumes, so we try to get them to you no later than the Friday prior to your opening performance.
- Every costume will arrive with its own ID tag to identify the actor, character and costume pieces.
- You will also receive a comprehensive packing list to assist you with checking in and re-packing your costumes. Please inventory every item against this list as soon as you receive your order. Contact us if there are any discrepancies and we will send additional or replacement costumes.

## **How To Return Your Costumes**

- As soon as you receive your costumes, it is a good idea to schedule your return pickup date. Simply call UPS at 1-800-742-5877 at least five days prior to your last show.
- Immediately after your last performance, have every actor return all pieces of their rental costumes to the wardrobe supervisor.
- Costumes should be returned exactly as they were received, on hangers with their ID tags.
- Before closing the return cartons, please inventory every piece against the packing list to be sure nothing is missing and/or damaged to avoid additional fees.
- Repack the costumes in their original cartons. Seal and address them to:
  The Costumer
  1020-1030 Barrett Street
  Schenectady, NY 12305
- 6 Leave the prepared cartons at the UPS collection site.

## **Never hesitate to contact us**

Thank you for letting us have a part in your show!

by phone at: (518) 374 - 7442 or by e-mail at: theatre@thecostumer.com or visit us at: www.thecostumer.com

# It's Showtime!

The Costumer understands that it's not just the costumes that make a show a success; we're here for all of your prop, makeup and accessory needs, whether you need one wig cap or 100 makeup kits!

## Where to Find Sales Items

Visit our website at: www.thecostumer.com

Request a hardcopy of our catalog by phone or e-mail at:

518-374-7442 theatre@thecostumer.com



### How to Order Sales Items

Call the Internet/Catalog

Department at:

1-877-218-1289

OR

Fax a completed sales order form (included in this packet) with your rental order to:

518-374-0087

OR

Fax a completed sales order form directly to the Internet/Catalog Department at:

518-452-5758



1020-1030 Barrett St., Schenectady, NY 12305 p: 518-374-7442 • f: 518-374-0087 Open Monday - Friday 8:30am - 5:00pm

www.thecostumer.com



### TAL CONTRACT AGREEM

me of Production:	
rchase Order # (hard copy required):	
ess Rehearsal Date:	
rformance Dates:	
turn Shipping Date*:	
ssee: Date:	
nature:	
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ostumes must be sent back the 1st business da erformance.	y after the final
SHIP TO (please print clearly):	
Name	
Company/Organization	
☐ Residential* ☐ Business ☐ School  *UPS does not guarantee shipping times for residential a	ddresses.
Street	
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Phone ( ) Cell (	_)
Fax ()	
Email	
BILL TO (please print clearly):	
Attn	
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Phone () Cell (	_)
Fax ()	
Email	

his contract is NOT valid until you read and INITIAL ALL 16 ections below. You must mail or fax this document to The Ise blue or black ink ONLY.

- ostumer, whether you place your order by fax, mail or online. 1. All gift certificates and show rebates MUST be submitted ith the initial order. 2. Prices are quoted per week. For longer periods, special rrangements must be made. The Costumer aims to ship your order to rrive the Friday prior to your opening date. 3. Costumes must be returned or shipped back on the first usiness day after your last performance. Theatrical late returns, shipped r in person, will incur an overtime fee of 10% of the total bill per day. Ion group rental late returns will incur a 20% fee per day. **4**. Reasonable wear to costumes is expected. DAMAGE is onsidered: tearing; burning; cutting; staining; removal of buttons, nedallions, badges or other trim. Knee slides are not to be performed hile in rental costume. You will incur full replacement cost for articles which are lost or damaged while in your possession or by improper eturn packing. **5**. Minor alterations must be made by hand sewn basting. Machine stitching may incur damage fees. Other unacceptable and hargeable alterations include: mending tape, glue, stitchwitchery, ying, spray painting and added ornamentation. **6**. You will pay full rental value for costumes you do not se unless you return the complete unwanted costume prior to your pening date. Early return credit of 50% of the costume cost will be sued for the return of complete costumes ONLY. There is no credit or partial returns or wigs. 7. A \$20 cancellation fee will be charged for each costume ancelled/changed after being pulled but prior to shipping. **8.** Hats and accessories shipped in separate cartons MUST
- e returned in their original cartons.
  - **9**. You are responsible for the cost of shipping both ways.
- 10. A minimum of \$10 in additional fees will be charged for each costume ordered for chest, waist or hip measurements 45" or reater and/or heights 6'4" or taller.
- **11**. Please note that The Costumer may refuse or cancel orders ue to unavoidable circumstances (e.g. fire, destruction by previous enters, etc).
- 12. Payment in full is due on the first business day after your nal performance. A finance charge of 1.5% per month will be ssessed on all past due accounts. Orders not paid within 45 days may ose any discounts and be turned over to a collection agency.
- 13. Costumes returned not on hangers and/or without ID ags will incur a fee of 5% of the total bill. An additional 5% fee will be evied for costumes returned with excessive makeup.
- 14. Orders received less than 10 business days prior to hipping will incur a 20% rush fee. You are also responsible for additional xpedited shipping costs if required or requested.
- **15**. Credit card information or faxed hardcopy purchase orders re required for ALL orders.
- **16**. Discounts will be applied ONLY for complete orders received no later than 6 weeks prior to your first performance.

To prevent delays in processing your rental order, please fill out this form ® COMPLETELY.	MEASUREMENT FORM  Measurement instructions on reverse side.  Make copies of this blank form for future use.  Please print legibly in blue or black ink.  Pencil and red ink do not fax clearly. Highlighters fax as black-outs.
<b>I</b> UMER	MEASUREMENT FORM Measurement instructions on reverse Make copies of this blank form for future Please print legibly in blue or blac ink do not fax clearly. Highlighters fax as black
S	Pencil and red

BILL TO:	Name	Organization	Street	CityStateZi	Phone Fax	Email	Cell
<b>SHIP TO:</b> Address is □ Residential □ Business □ School				State Zip	Fax		
SHIP TO:	Name	Organization	Street	City	Phone	Email	Cell

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NOTES For Ex.: Male playing female role, etc.										
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ACTOR'S NAME										A Y Extill Number 1!
CHARACTER										Die OO

\*\*IMPORTANT\*\* Please refer to instructions on "How To Take Measurements" on the back of this form.

(title)

to 518-374-0087.

www.TheCostumer.com

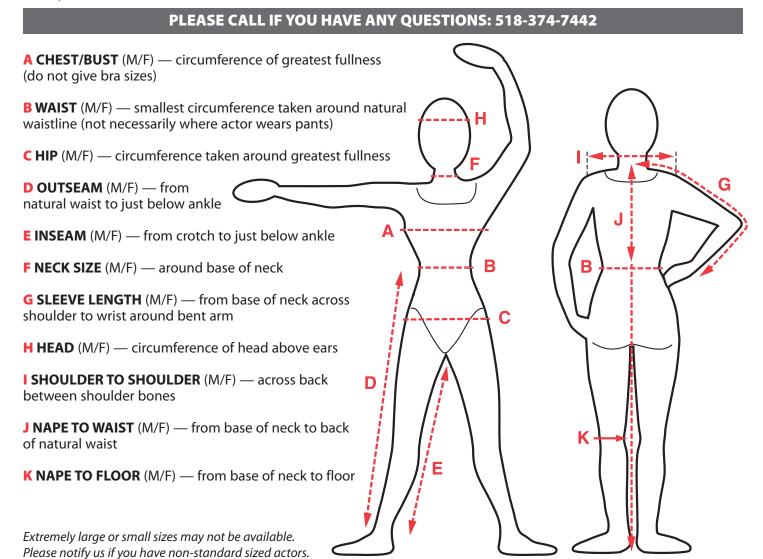
Return Shipping Date Performance Dates



## How To Take Measurements

## We alter your costumes to fit the measurements you provide, so... Please Measure Carefully!

- 1. Have one responsible individual measure all actors. Consistency is very important. It is not recommended that students measure themselves or each other. Please note you are responsible for the cost of replacements if the original measurements were inaccurate.
- **2.** Refer to the chart below to understand the way we interpret measurements. All measurements are important to assure a good fit.
- **3.** Tie a string around the actor's natural waistline. Many other measurements begin or end at this point, especially for historical costuming. Please note that this is not necessarily where an actor wears his or her pants as fashions have changed.
- 4. Please use black or blue pen only. Red pen or pencil will not fax clearly.
- **5.** Double check your completed measurements. (e.g. If a 5'4" and 6'1" person have the same outseam, something may be incorrect).





### Catalog Merchandise Shipped from:

1995 Central Ave., Colonie, NY 12205 p: 1-877-218-1289 • f: 518-452-5758 Open Monday - Friday 8:30am - 6:00pm

#### Rental Costumes Shipped From:

1020-1030 Barrett St., Schenectady, NY 12305 p: 518-374-7442 • f: 518-374-0087 Open Monday - Friday 8:30am - 5:00pm

### SALES MERCHANDISE ORDER FORM

Company Street City Phone (_	//Organization	State Z		SHIP VIA:  ☐ UPS Ground  ☐ UPS Next Day Air (Please call The Costumer for rates.)  ☐ UPS 2nd Day Air (Please call The Costumer for rates.)  SPECIAL HANDLING INSTRUCTIONS:							
		stitute Out of Stock Iter e backorder (we will ship as		Name of Show (if applicable):  Date of Show (if applicable):  Date Required By:							
PAGE #	STOCK #	ITEM	DESCRIPTION		COLOR	QUANTITY	UNIT PRICE*	TOTAL PRICE			
BILL T	<b>O:</b>			REDIT CARD IN		1	SUBTOTAL				
Attn		Date		MC □VISA □			SHIPPING				
, ,			Ex	piration Date:			SUBTOTAL				
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				CHECK ☐ BILL	US		JALES IAA				
Authorize	ed Signature		Purchase Order #: TOTAL								

<sup>\*</sup>Prices subject to change without notice.