



100 YEARS
and still Number 1!

Dear Friend,

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

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 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, do not hesitate.

Place your order early — the perks are worth it! Together, The Costumer's 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 playing our part!

Sincerely,

Erik Johnsen

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:

1 Rental Contract

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

2 Costume Plot

- 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"

3 Measurement Form

- 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: _____

PASSWORD: _____

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 southeast US: 3 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

- 1** 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.
- 2** Immediately after your last performance, have every actor return all pieces of their rental costumes to the wardrobe supervisor.
- 3** Costumes should be returned exactly as they were received, on hangers with their ID tags.
- 4** 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.
- 5** 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



www.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

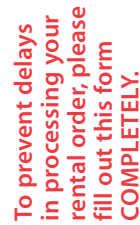
Fax a completed sales order form directly to the Internet/Catalog

Department at:

518-452-5758



_____ **16.** Discounts will be applied ONLY for complete orders received no later than 6 weeks prior to your first performance.



Measurement instructions on reverse side.
Make copies of this blank form for future use.
Please print legibly in blue or black ink.
not fax clearly. Highlighters fax as black-outs.

SHIP TO: Address is ☐ Residential ☐ Business ☐ School

Name _____

Organization _____

Street _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Cell _____

Name _____

Organization _____

Street _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Cell _____

90 YEARS and still Number 1!

1020-1030 Barrett Street
Schenectady, NY 12305
Phone: 518-374-7442
Fax: 518-374-0087
www.TheCostumer.com

Name of Production _____ Dress Rehearsal Date _____

Ordered by (name) _____ Performance Dates _____

(title) _____ Return Shipping Date _____

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

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).

PLEASE CALL IF YOU HAVE ANY QUESTIONS: 518-374-7442

A CHEST/BUST (M/F) — circumference of greatest fullness
 (do not give bra sizes)

B WAIST (M/F) — smallest circumference taken around natural waistline (not necessarily where actor wears pants)

C HIP (M/F) — circumference taken around greatest fullness

D OUTSEAM (M/F) — from natural waist to just below ankle

E INSEAM (M/F) — from crotch to just below ankle

F NECK SIZE (M/F) — around base of neck

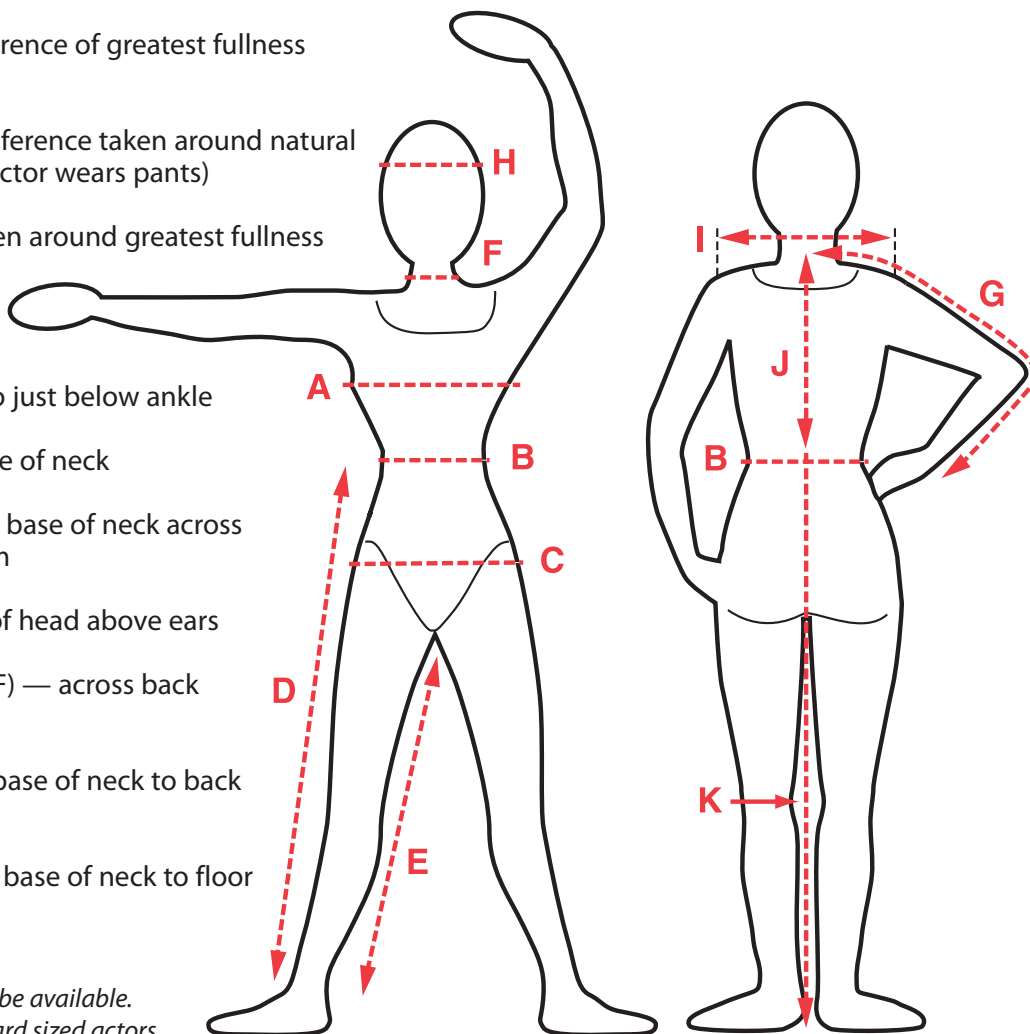
G SLEEVE LENGTH (M/F) — from base of neck across shoulder to wrist around bent arm

H HEAD (M/F) — circumference of head above ears

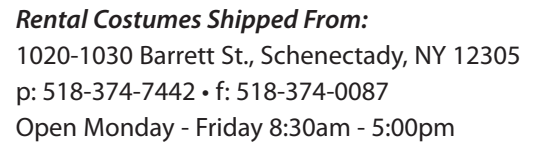
I SHOULDER TO SHOULDER (M/F) — across back between shoulder bones

J NAPE TO WAIST (M/F) — from base of neck to back of natural waist

K NAPE TO FLOOR (M/F) — from base of neck to floor



*Extremely large or small sizes may not be available.
 Please notify us if you have non-standard sized actors.*



**Prices subject to change without notice.*