

THE COSTUMER®








Since **100** 1917

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. However, be assured that we would be delighted to work with you if you have a unique vision for your show.

Why choose The Costumer?

-  Theatrical quality costumes hand pulled and accessorized for your show
-  Costumes individually altered to your actor's measurements (specializing in hard to find sizes)
-  Wigs professionally styled
-  Costumes cleaned, pressed, and bagged
-  Easy returns – Shipping labels provided and we handle cleaning

The quickest and simplest way to begin the rental process is to contact us for your web ID and password for access to our online portal. Alternatively, you may submit the costume plot with the costumes that you desire, or send us a detailed list of costumes required. If you would like guidance or advice, our knowledgeable and dedicated team are always ready to assist you. If you prefer contacting me directly, please do not hesitate to do so.

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.

Break a leg! We look forward to playing our part in your next show.

Bonnie Johnsen
Bonnie Johnsen
Owner

Rental

518-374-7442

theatre@thecostumer.com

Catalog

1-877-218-1289

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** sections
- Sign as lessee

2 Measurement Form

- Watch the how to measure video thecostumer.com/t-how-to-measure.aspx
- Read "How to Take Measurements" instructions
- Measure your actors and fill out the Measurement Form

3 Costume Order

- Login to the Web Portal using provided Web ID and Password
or
- Indicate desired costumes on the plot
- Include your actor's name next to the character's name
- If multiple actors need a specific costume indicate the total under "quantity"
- Add any special requests under "Notes"



How to Submit Online:

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

GO TO: <https://4d.thecostumer.com/costume>

WEB ID: _____

PASSWORD: _____

How to Submit in Hardcopy:

Fill this form out digitally or print and fill out. If printing use **only** blue or black ink.

FAX TO: 518-374-0087

MAIL TO: 1020 Barrett Street
Schenectady, NY 12305

EMAIL TO: theatre@thecostumer.com

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

-  **We ship your costumes early!** Our unique shipping policy sets us apart! Our goal is to get you your costumes no later than the Friday prior to your opening performance to give your actors time to rehearse in full costume.
-  Every costume will arrive pressed, bagged, and neatly hung with its own ID tag to identify the actor, character, and costume pieces.
-  A comprehensive packing list is provided to ease checking in and re-packing your costumes. Please inventory every item against this list as soon as you receive your order and contact us if there are any questions or concerns.

How To Return your Costumes

New for Fall 2018 Easy Returns

-  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 **must** be returned exactly as they were received, on hangers with their ID tags.
-  Inventory every piece against the packing list to be sure nothing is missing or damaged to avoid additional fees.
-  Repack the costumes in their original cartons. Remove all old labels and apply return shipping labels.
-  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 email at: theatre@thecostumer.com

or by LiveChat at: www.TheCostumer.com

It's Showtime!

The Costumer understands that it's not just the costumes that make a show a success. We are 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:
1-877-218-1289
info@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



www.thecostumer.com