



PLEASE READ CAREFULLY! REVISED TERMS AND CONDITIONS.

1020-1030 BARRETT STREET
SCHENECTADY, NY 12305

PHONE: 518-374-7442
FAX: 518-374-0087
www.TheCostumer.com

RENTAL CONTRACT AGREEMENT

Please read rental agreement carefully and **initial each section**. Fill in all information, sign agreement (Lessee) and return via mail or fax with your circled plot and completed measurement chart. Pencil and red ink do not fax clearly. Highlighters fax as black outs.

SHIP TO:

Name _____
Title _____
Organization _____
Street _____
City _____ State _____ Zip _____
Phone _____ Email _____
Fax _____ Cell _____

Ship To address is Residential* Business School
*Shipping times for residential addresses are not guaranteed by UPS

BILL TO:

Name _____
Organization _____
Street _____
City _____ State _____ Zip _____
Phone _____ Email _____
Fax _____ Cell _____

Name of Production: _____

Purchase Order # _____

Hard copy of purchase order must be faxed to The Costumer at 518-374-0087 prior to your order being shipped.

Dress Rehearsal Date: _____

Performance Dates: _____

Return Shipping Date: _____

Lessee: _____ Date: _____

Signature: _____ (Authorization of Payment)
(please sign on above line)

Title: _____

Lessor: _____ Date: _____
(The Costumer)

This contract, when signed by you (The Lessee), shall constitute agreement to all the listed terms for costume rental from The Costumer, Inc.

For Office Use Only

Number of costumes _____

Order Received	Ship/Pickup Date	Return By	Overtime Charges Begin
___/___/___	___/___/___	___/___/___	___/___/___

>>> PLEASE READ AND INITIAL THE 13 SECTIONS BELOW AND FAX BACK TO US AT 518-374-0087 FOR YOUR ORDER TO BE PROCESSED. <<<

INITIAL ON LINES PROVIDED BELOW:

- Prices are quoted per week, unless otherwise stated. For longer periods, special arrangements must be made. The Costumer will try to ship your order to arrive on Friday, the week prior to your opening date, providing your order is received early enough.
- Costumes are to be returned or shipped to us on the first business day after your last performance. Overtime fees of 10% of the total bill, per day will be charged for costumes shipped (or returned in person) after the agreed upon return date.
- Reasonable wear to costumes is to be expected. DAMAGE is considered to have occurred by: tearing, burning, cutting, staining, removal of buttons, medallions, badges or other kinds of trim. Knee slides are not to be performed while in costume. We suggest you purchase other trousers to be worn for knee slides. Articles which are lost or damaged by negligence while in your possession or by improper packing for return shipment will be charged for at replacement cost/rate. For example: \$250-\$500 for a man's suit.
- The complete rental fee will be charged for all articles ordered and not used UNLESS they are shipped back to The Costumer BEFORE your first performance. Returned costumes will be credited 50% of the first week's rental charge. The credit is issued only for COMPLETE costumes. No credit is given on costume pieces. There is NO credit given for returned wigs. Costumes prepared by us and cancelled or changed at your request prior to your ship date are subject to a charge of \$20 per costume.**
- Hats, crowns or any other costume articles shipped in a separate packing box MUST be returned in the same manner.
- Customer (you) will pay shipping both ways.

INITIAL ON LINES PROVIDED BELOW:

- There may be an additional fee for nonstandard sizes (those difficult to fit). Any chest, bust or waist measurement or coat size 45 inches or more will incur a \$10 surcharge per costume if available.
- Completion and acceptance of all orders is subject to unavoidable contingencies, such as fire, ruining of the costumes by previous users, and conditions beyond the control of The Costumer, Inc.
- For established credit accounts, terms are payment in full on the first business day following your last performance. A late payment service charge of 1.5% per month will be assessed on all past due accounts. Any invoice not paid within 45 days of the invoice date will lose any and all discounts. Any invoices not paid within 60 days of the invoice date will be turned over to our collection agency.
- An additional charge of 5% of the total rental bill will be levied if costumes are not returned on hangers and re-tagged with the I.D. tag that it is sent out with. An additional charge of 5% of the total bill will be levied if costumes are returned with excessive makeup, example: collars and cuffs.
- A 20% Rush Fee will be added to any order received at The Costumer less than ten (10) business days (M-F) before shipping date of your order. ****In Addition**** You will also be responsible for faster shipping methods such as Overnight, 2nd Day or 3 Day on all Rush Orders.
- A non-refundable credit card deposit or faxed hard copy of your purchase order is required on ALL Rush Orders BEFORE we can process your order. Please call us at 518-374-7442 with your credit card information.
- Your order must be received at The Costumer six (6) weeks prior to your first performance in order to take advantage of our generous discount program (between 5% and 15% depending on the size of your order).