

# How to Rent Costumes from DC Theatricks



## ORDERING

REMEMBER AN INQUIRY IS NOT AN ORDER. We will need a signed and completed measurement form. Of course, we must have ACCURATE and complete measurements. It is usually best to have one person take all measurements to insure consistency. Please help us by being clear and specific about costumes you will need. We prefer written orders to avoid errors or misunderstandings that can occur with phone orders. Time is very important—please give us as much as possible.

## PRICES

COST PER COSTUME IS BASED ON THE NUMBER OF COSTUMES YOU RENT. As you select more costumes, the rate per costume goes down as described on our Rental Rate sheet.

PRICES QUOTED WILL BE FOR A ONE-WEEK RENTAL PERIOD. If additional performances (or late return) cause costumes to be kept longer, additional charges will be made. We do not charge for travel time.

## SHIPPING

COSTUMES WILL BE CAREFULLY PACKED. Each costume will be marked by a tag showing the character name and the name of the actor. They are packed in corrugated boxes. If you pick up the order at our shop, we prefer to give you the costumes on hangers to save you the unnecessary ironing later.

SHIPPING METHODS. Unless you give us specific instructions, we will select the method best suited to the size of the order, the required speed and the distance to be traveled. Local customers are urged to pick the costumes up at our shop. Deliveries are made via UPS, trucking firms, by bus, or by special messenger service. PLEASE DO NOT RETURN ANY COSTUMES TO US BY US MAIL.

SHIPPING COSTS ARE THE CUSTOMER'S RESPONSIBILITY. You can keep these costs down by giving us as much time as possible so we can use the less expensive means of transportation.

WHEN RETURNING COSTUMES we ask that you re-pack in the same boxes. The inventory sheet furnished with the order will aid you in returning everything. You will be charged for missing or damaged articles. You will be charged for late returns. An additional 5% charge will be billed to you if costumes are not hung on hangers and re-tagged with their ID tags. PLEASE INSURE ALL SHIPMENTS FOR AT LEAST \$100 PER COSTUME!

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**WWW.COSTUME.COM**