

## COSTUME RENTAL INQUIRY FORM

Please fill out the form below and submit to [CostumeRentalWarehouse@gmail.com](mailto:CostumeRentalWarehouse@gmail.com)

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Website: \_\_\_\_\_

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Contact Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

What is the best time to reach this individual? \_\_\_\_\_

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Title of Show / Production: \_\_\_\_\_

Venue for Production: \_\_\_\_\_

Seating Capacity: \_\_\_\_\_

Type of Show:  Musical  Play  Film  TV  Concert  Event  Other

Dates Costumes are needed? \_\_\_\_\_

Opening Date: \_\_\_\_\_ Closing Date: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

### INQUIRY DETAILS

Please note that an inquiry is not an order. All orders must be submitted in writing, on our order form, (no phone orders). In order to ship your costumes to you, we must have a Signed Agreement, Order Form and Payment Authorization before Costumes can be shipped. These documents will be supplied during the rental process. We request that orders be placed at least (3) weeks in advance of your ship date in order to better accommodate your order. You will receive a confirmation of your order. Please order early, to avoid additional rush charges.

Please supply your inquiry details on the following page.

# Costume Rental • Warehouse •

Please note that because of the unique sizing, styles and quality of our costumes rent by the piece. You may rent as few or as many pieces as you need for your show. We are happy to assist you with finalizing your order and answer any questions you may have regarding your costume needs, show design, sizing, etc.

Please place your costume requests below.

Please include details and quantities of the requested costumes.

**For Costume Rental Warehouse Office Use Only**

**Inquiry Date:**

**Ship by Date:**

**Database:**