

Order Form for The Costume Closet

Are you a first time customer? Yes\_\_\_\_ No\_\_\_\_

***Please allow one business day for us to process your order. We will contact you regarding availability and payment as soon as we can. If you are having a costume emergency, please call our office at 972-400-1282.***

School / Team Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Best time of day for us to contact you: \_\_\_\_\_

Billing Address (Street, City, State, Zip):

\_\_\_\_\_  
\_\_\_\_\_

Shipping Address if different (Street, City, State, Zip) (*We cannot ship to a PO Box*):

\_\_\_\_\_  
\_\_\_\_\_

Date of Performance(s): \_\_\_\_\_

**For Rental Orders Only** (*Sale items will be shipped immediately upon payment*):

Date you want to receive costumes \_\_\_\_\_

(*The cost per costume covers up to one month rental*):

Are you needing the costumes longer than one month: Yes\_\_\_\_ No\_\_\_\_

(*Extended rental rates are \$1 per costume per day.*)

Date you will return costumes \_\_\_\_\_

(*Your order must returned to us by this date, or late fees will accrue*):

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YOUR ORDER:

Item number / Product Code: \_\_\_\_\_

Item Description: \_\_\_\_\_

Total Quantity Needed: \_\_\_\_\_

Number of Each Size Request (*Please note the sizes available for each item are listed on our web site. We will do our best to match items shipped to your request, but we cannot guarantee availability.*): x-small\_\_\_\_ small\_\_\_\_ medium\_\_\_\_ large\_\_\_\_ x-large \_\_\_\_ other\_\_\_\_

Item number / Product Code: \_\_\_\_\_

Item Description: \_\_\_\_\_

Total Quantity Needed: \_\_\_\_\_

Number of Each Size Request (*Please note the sizes available for each item are listed on our web site. We will do our best to match items shipped to your request, but we cannot guarantee availability.*): x-small\_\_\_\_ small\_\_\_\_ medium\_\_\_\_ large\_\_\_\_ x-large \_\_\_\_ other\_\_\_\_

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Total Quantity Needed: \_\_\_\_\_

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***Need more order boxes? See the end of the form for more order boxes.***

Please include any other information we need to know about your order here:

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Payment information:

How will you be paying for this order?

School check (*We must receive payment before the order is shipped.*): \_\_\_\_\_

School generated Purchase Order (*We require a copy of the school PO.*): \_\_\_\_\_

Credit Card: \_\_\_\_\_

**Please note that we require a credit card to be on file with us as a form of security deposit for all RENTAL customers. Credit cards only - debit cards will not be accepted.**

OPTIONAL: To expedite your ordering process, you may include your credit card information with this order or you can provide it when we contact you to confirm your order:

Name on card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

Please check one:

To be used as security deposit only: \_\_\_\_

Please charge the balance in full to this card: \_\_\_\_

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