



Costumes by Dusty, Inc.

updated 2018

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Costume Contract ♦♦ Read carefully as terms have been revised ♦♦♦

All blanks must be completed to be added to our production calendar

Note that this contract is updated each summer by August 1st, please use the most updated form.

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****Correct measurements are critical to selecting costumes. Please read and use our measuring forms. Pay particular attention to the waist. Costumes re-selected due to incorrect measurements will incur a \$10/ea fee.**

Name of School, Theatre, or Organization _____

Name of Production _____

All school productions require a hard copy purchase order on file, or a signed copy of our Booster Club Agreement before costume selection begins.

Pick up date _____ 1st dress rehearsal _____ Show dates _____ Return date _____

All pick-ups are scheduled for 5PM weekdays and 2pm on Saturdays. We are closed on Sunday and Monday.

We do not offer Saturday pick up April – September. Shipping info is listed below.

Director _____ Email _____

Cell phone _____

Secondary number _____

Fax _____

Shipping - Circle One: Pick up Ship

Customer is responsible for all shipping fees

Attn _____

Street _____

City _____

State _____ Zip _____

Phone _____

Email _____

Purchase Order / Booster Club Billing

Attn _____

Street _____

City _____

State _____ Zip _____

Phone _____

Email _____

Signature _____

Date _____

Please initial each line:

_____ All schools require a hard copy purchase order or signed booster club agreement.

_____ Contract, PO/Commitment, size chart, marked plot must be received at least 10 days prior to pick up date before costume selection begins. For shows needed in less time, call our shop directly.

_____ **UIL, OAP, and contest discount** – We do not charge for additional weeks. Costumes are due back within 5 days of your final contest.

_____ Standard Productions: Customer is entitled to use costumes for 1 week of performances and 1 technical week. Costumes are due back 2 working days after last performance. Additional days/weeks are charged at 50% of the first week.

_____ Costumes for shows are individually bagged and labeled per character. Hats are labeled and packed separately. Upon receipt, check inventory and notify Costumes by Dusty within 24 hours of any missing items.

_____ Minor alterations may be done, providing garments are not cut, glued, taped, or stapled.

_____ Costumes returned as not used will be charged a \$25 restock fee in addition to alteration fees.

_____ Costumes are to be returned as received on our hangers; individually labeled for accurate check in. Costumes returned unassembled are charged \$5.00 each.

_____ Hats must be returned in the box received.

_____ Customer is responsible and must pay for any items lost, damaged, irreparably stained, or otherwise rendered unusable at the current repair or retail selling price. This includes knee slide burns.

_____ If a shipper is used, customer agrees to insure costumes at not less than \$150.00 per costume.

_____ Estimates for POs will include a 10% fee for missing and damaged items that will NOT be included in your final invoice if not applicable.

_____ We expertly analyze DOUBLE CAST characters to save you money. This is a labor intensive process which will incur a \$15 fee per student, per costume that is double cast.