



RENTAL CLIENT INFORMATION SHEET

CLIENT NAME _____

PRIMARY CONTACT PERSON _____

Address _____

City _____ State _____ Zip _____

Phone number _____ Fax _____

E-mail _____

BILLING INFORMATION

Invoices will be **emailed** unless you request a hard copy.

Send invoice to: primary contact accounting both Please send a hard copy

Accounting Contact _____

Billing Address (if different) _____

City _____ State _____ Zip _____

Phone Number _____ Fax _____

E-mail _____

Preferred form of payment PO Check Pay Pal

CLIENT

TYPE: (please check ALL that apply)

Community/Educational

Non-Profit

Professional

TAX-EXEMPT number _____*

Private Individual

*Please send a copy of your certificate of tax exemption. We MUST have this on file or we have to charge tax.

I FOUND OUT ABOUT LEADING LADY COSTUMES THROUGH

Web Search Word of Mouth Theatre Program Previous Rental Other _____



PROJECT RENTAL AGREEMENT

RENTAL CLIENT _____

(Please complete RENTAL CLIENT INFORMATION SHEET if you are a new rental client)

PROJECT CONTACT _____ Title _____

Phone number _____ E-mail _____

PROJECT NAME _____

Costumes are needed by _____ (ASAP is not a date) 1st Dress Rehearsal _____

Opening Date _____ Closing Date _____ COSTUME RETURN DUE DATE _____

DRY CLEANING will be done by: Leading Lady Costumes ** Organization

cleaning charges will be added to your bill

PAYMENT: PO # _____ Cash / Check _____ Pay Pal

TERMS AND CONDITIONS FOR RENTAL

- This Merchandise is not for sale. It is for rental purposes only.
Renter assumes all responsibility for loss and/or damage of all items entered under this rental order by reasons of fire, flood, theft, or damage from any cause what so ever.
Renter agrees to return costumes in good condition, dry cleaned unless Renter has elected Leading Lady Costumes to supply dry cleaning as outlined above.
Items may not be altered, dyed, painted, or changed in any way.
Removal of Leading Lady Costumes Labels will incur damage charges.
Additional rental charges will apply when items are not returned by the scheduled return date.
When shipping is required renter agrees to pay all shipping charges.
Orders pulled and then cancelled are subject to additional charges.
This agreement is not subject to cancellation or change without the written consent of Leading Lady Costumes.
Renter agrees to indemnify, defend and hold harmless Leading Lady Costumes, and employees from any and all claims of action, costs and expenses (including reasonable attorney fees and other costs in investigating and defending same), which arise from or relate to any alleged copyright infringement, bodily injury or property damage caused by the use of rented costume items.
The Signor, as Renter, or authorized agent for Renter, agrees that Renter assumes full financial responsibility for all costumes rented from Leading Lady Costumes.

I have read these terms and conditions as well as the Fees & Policies explanation sheet carefully. I fully understand and agree to the above regulations.

Signor _____ Date _____

Agent for _____

Client / Project _____



www.leadingladycostumes.net

(866) 273-0652

SHIPPING AGREEMENT

SHIP TO ADDRESS:

Organization: _____

Building Name: _____ Suite/Room #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Attention: _____ Title: _____

SHIP TO Address is (circle one) **COMMERCIAL** or **RESIDENTIAL**

Telephone: _____ Fax: _____

E-mail: _____

SHIPPING SPEED / PAYMENT OPTIONS

ADD SHIPPING CHARGES TO MY FINAL INVOICE

BILL SHIPPING ACCOUNT PROVIDED UPS or FedEx Account Number: _____

PLEASE CHECK YOUR PREFERRED SHIPPER AND SPEED

UPS 3 DAY SELECT

UPS 2ND DAY AIR

UPS GROUND

UPS NEXT DAY AFTERNOON DELIVERY

UPS NEXT DAY 10 AM DELIVERY

FedEx SECOND DAY

FedEx EXPRESS SAVER

FedEx GROUND

FedEx OVERNIGHT

FedEx PRIORITY OVERNIGHT

I agree, as representative for the theater/organization named in this agreement to pay all shipping costs incurred in the rental of costumes from *Leading Lady Costumes*. I understand the various shipping options and that my request for using a specific shipper implies my willingness to pay all freight charges incurred. As per Terms and Conditions for Rental, renter assumes all financial responsibility for loss or damages what so ever, and may elect shipping insurance at their discretion. All returns must be shipped to the address above. *Any returns NOT shipped to the above address will be charged a \$50.00 service fee.*

Signature: _____ Date: _____