

Rental Order Form via Credit Card (only)

If used for in-store pickup, the credit card must be brought into the store for release.

We cannot ship to a post office box. Failure to wholly complete this form renders this order null and void. Debit cards cannot be accepted. Policies and rates subject to change without notice.



BILLING INFORMATION:

_____ name

_____ organization name
(Please do not use initials. You know what they stand for but we may not.)

_____ billing address _____ suite

_____ city _____ state _____ zip

Check one: Residential address
 Commercial address

_____ billing phone _____ home phone

_____ office phone _____ office fax

_____ mobile phone

_____ email address

SHIPPING INFORMATION:

Check here if the same as Billing Information

_____ name

_____ organization name
(Please do not use initials. You know what they stand for but we may not.)

_____ shipping address _____ suite

_____ city _____ state _____ zip

Check one: Residential address
 Commercial address

_____ shipping phone _____ home phone

_____ office phone _____ office fax

_____ mobile phone

_____ email address

Description and 3-day / 2-night rental cost of items to rent (remember to include the complete measurements of the people wearing the costumes):

_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Rental subtotal:

\$ _____

Rental subtotal (from reverse): \$ _____

9% Chicago Transaction Tax for rentals picked up, delivered or shipped within Chicago: \$ _____
For tax exemption, please include a copy of the Tax Exempt Letter issued to you by the Department of Revenue of the State of Illinois in Springfield.

Date Needed: _____

Return Date: _____

Shipping:

Please note that shipments to Hawaii and Alaska cannot be sent by GROUND service.

We do not ship rental orders internationally.

Shipping cost is determined by actual box size, weight of the costumes, destination and type of service plus a \$10 handling box charge. If the order is not received two weeks prior to our ship out date, we reserve the right to use whatever method necessary to get the shipment to you by your required date.

Please circle the type of service you prefer: Ground 3rd Day 2nd Day Next Day Air

Credit Card Processing Fee (3.5%) \$ _____

Total (not including shipping): \$ _____

Costumes will be altered per measurement forms. Alterations are done to the measurements that you provide. We cannot be held responsible if the measurements are incorrect and, as a result, the costumes do not fit. Costumes not claimed on the date scheduled are considered canceled. In the event of cancellation, the signer below is liable to the extent to which work has been progressed and in no event shall this be less than 50% of the value of the order. If the costume is ready at the time of cancellation, the charge is the full value of the order. The signer's credit card will be pre-authorized for \$250-\$500 for each costume as a security deposit until the above listed items are returned (or shipped prepaid via UPS, Federal Express or local courier) no later than the above RETURN DATE. Incurred late fees (amounting to 20% of this contract's total per day late), the replacement value of missing items and repair costs of damaged items will be charged to the signer's credit card. Debit cards cannot be accepted.

Circle the Credit Card (debit card not acceptable) to be billed AND used as security deposit:			
VISA	MasterCard	American Express	Discover/Novus

name on credit card			

credit card number			

expiration date	3 or 4 digit CSC number from back of card		
_____	_____		
issuing bank			

signature			

Date: _____ Signature: _____

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