**Costume Exchange Form**

Costumes MUST be returned within 10 days of receiving them. NO EXCEPTIONS.

Exchanges are considered a new order, therefore, are not guaranteed to arrive by picture or recital date.

Childs Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date costume returned to studio: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Original size ordered:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exchange for size:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fees to make exchange: check or cash only, at time of return.

Xtra large adult add $7.00

XX large adult add $12.00

Costume company exchange/restocking fee: $10.00

Costume company Shipping fee: $10.00

Total Due: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Complete info above.

2. Bring everything that came with costume, in original untorn bag, and hanger (if came with one).

3. Bring a shipping box to return items in, must be big enough to hold hanger.

4. Pay all exchange fees with cash or check.

5. I will contact you via email when I have received return authorization approval and RA# from costume company. Prepared box to be picked up at the studio.

6. You will ship box via postal service ASAP. (must be done within 3 weeks from RA approval or company will deny the exchange-waiting will also slow down when you will receive the new one.)

7. You will receive your new costume once I receive confirmation from the costume company that they

 have received and credited my account for the original costume.

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

This area is for office use only.

Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date Called: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Original Order #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Costume #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Order #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shipping fees Paid: Check #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_

(For Office Use Only): RA #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date RA # will expire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_