



Heather Wayne Performing Arts
Costume/Dance Attire Worksheet

Class List ID: CM-14-183421

Please note each product's ORDER DEADLINE.



Class Name:	Ballet Dress Code	Picture Date:	
Performance Name:		Picture Location:	TBD
		Rehearsal Date:	
Instructor Name:	Heather Wayne Dancewear Requirements	Rehearsal Location:	TBD
		Recital/Event Date:	
		Recital/Event Location:	TBD

PLEASE READ THE INFORMATION BELOW BEFORE ORDERING THE REQUIRED ITEMS.

Order Deadline	Type	Item	Description	Price Range
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Instructor Notes:

Fees: There is a \$1.95 **per order** fee. In addition, each **Costume Department** item has a service fee to help us cover the cost of handling and shipping the products to your studio. **Dancewear** products, such as shoes, tights and leotards have no service fees.

Our **Costume** department shipping and handling policies are designed to reward dancers for ordering their costumes as early as possible. The service fees for costumes only increase on the following dates.

2017-18 Season – Service Fee* schedule

- Service Fee per costume item increases from \$5.99 to \$7.99 on Thursday, December 7, 2017
- Service Fee per costume item increases from \$7.99 to \$9.99 on Thursday, January 4

2018 Season – Service Fee* schedule

- Service Fee per costume item increases from \$9.99 to \$12.99 on Thursday, February 1, 2018
- Service Fee per costume item increases from \$12.99 to \$16.99 on Thursday, March 15, 2018

* **Service Fee** includes shipping of product from manufacturer to CM warehouse, receiving, sorting, consolidating “class” purchases by student, packaging, shipping to studio. In Canada, Service Fees are tripled and include all import fees such as duty.

Refund/Pricing policies-Dancewear class attire such as shoes, bags, tights (unopened) and leotards may be exchanged and/or returned. See complete exchange/return policy in our Terms and Conditions on the CostumeManager.com website.

WARNING: No returns on costume items. Due to the length of time required to manufacture a costume, size exchanges in **same style and color only** are permitted on costume items within 5 days of receipt. Please select your sizes very carefully to avoid size exchanges. Size exchanges are treated like new orders and can take up to 16 weeks to fulfill. A return mailing label will be provided to you and there is no fee to exchange a costume item.

Ordering your dance attire: Order your items online by going to www.CostumeManager.com. Enter your Class List ID located at the top of this worksheet or your instructor's name in the search field. Dancers with 2 or more classes may be completed in one order. If you have more than one dancer you must place separate orders for each dancer.

Sizing your costumes, dance attire and shoes – WARNING: It is your sole responsibility to estimate the correct size item to purchase. CostumeManager.com and your dance school are not responsible for the sizes you select. CostumeManager.com makes it easy for you to determine which size costume to order. Enter your dancer's body measurements into the appropriate fields in CostumeManager.com.

CostumeManager.com plots your measurements on the manufacturer's size chart. **Allow for dancer growth if ordering several months before estimated costume use. Use the GIRTH measurement as the determining factor if your dancer is between sizes.** Pay special attention to manufacturer specifications on shoe sizes as noted in the "Overview" section of each product.

Receiving your costume and dance attire - *Costume* items are consolidated and shipped to your studio for distribution approximately 8-16 weeks after placing your order.

Dance attire is shipped from our facility to your dance studio approximately 2 - 15 business days* after your order is placed. It is then distributed to you by your instructor or other studio staff.

Need Help? Please call CostumeManager.com Customer Service at (877) 632-6234; Order your required items online by going to www.costumemanager.com. Enter your Class List ID or your instructor's name in the search field.

To be completed by instructor/office staff		Measurements in Inches			
Instructor Name	Heather Wayne Dancewear Requirements	Bust		Weight	
Student Name		Waist		Height	
Performance Name		Hips		Head Size	
Notes		Girth			
Street Shoe Size		Inseam			

*Depends on if the product is in-stock at CostumeManager. Check your order history online to track your shipments.