



Tiffany's Dance Academy -Fremont
Costume/Dance Attire Worksheet

Class List ID: CM-09-20141

Order Deadline: 6/30/2010

Class Name: Dress Code Fremont Hip Hop **Picture Date:** 5/15/2010 12:00 PM
Performance Name: **Picture Location:** Tiffany's Dance Academy of Pleasanton
Rehearsal Date: 6/24/2010 4:15 PM
Instructor Name: Dress Code **Rehearsal Location:** Tiffany's Dance Academy of Fremont
Recital/Event Date:
Recital/Event Location: Livermore High School Theater

PLEASE READ THE INFORMATION BELOW BEFORE ORDERING THE REQUIRED ITEMS.

Type	Item	Description	Price Range
Recommended-Class Dress Code		Jazz Athletic Color(s) : Black	\$45 - \$46
Recommended-Class Dress Code		Jazz Athletic Color(s) : Black	\$39 - \$40
Recommended-Class Dress Code		Jazz Athletic Color(s) : Black	\$39 - \$40
Recommended-Class Dress Code		Jazz Athletic Color(s) : Black	\$45 - \$46
Just For Fun!-Optional		Danc Class Barrel Bag Color(s) : Black	\$16 - \$17
Just For Fun!-Optional		"Dance" Bag Color(s) : n/a	\$15 - \$16

Just For Fun!-Optional



"DANCE" Cinch Bag
Color(s) : **n/a**

\$12 - \$13

PLEASE READ THE INFORMATION BELOW BEFORE ORDERING THE REQUIRED ITEMS.

Instructor Notes: These are the shoes your dancer will need for their dance class in keeping with Tiffany's Dance Academy's mandatory dress code. Loose clothing such as t-shirts, sweats and basketball shorts are appropriate for Hip-Hop class but are not offered on CostumeManager.com. No jeans or flip flops are allowed. You are not required to purchase your shoes from CostumeManager.com; however, the pricing is excellent and the service is convenient for our dancers. Items take approximately 1 week to arrive at the studio.

Service Fees: CostumeManager.com charges \$1 per order and from 50 cents to \$2 per dancewear item (depending on size and weight). Costume Item service fees start at \$2 per item and increase at different times during the season. The Service Fee increases apply to **costume items only**. The fee increases do not affect Dancewear, Shoes, Tights and Accessories. Order early to save money and ensure availability.

Service Fee increase schedule:

- Service Fees reset from \$10 to \$2 per costume item on July 1, 2010
- Service Fee per costume item increases from \$2 to \$2.50 on October 25, 2010
- Service Fee per costume item increases from \$2.50 - \$3 on December 1, 2010
- Service Fee per costume item increases from \$3 to \$5 on January 10th, 2011
- Service Fee per costume item increases from \$5 to \$10 on February 1st, 2011

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: 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. A fee of \$25 plus shipping and handling applies for all costume size exchanges. 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.

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 the measurements provided below 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 - Dance attire is shipped to your dance studio and distributed by your instructor or other studio staff approximately 7-10 days after you place your order. **Costume** items are consolidated and shipped to your studio for distribution approximately 8-16 weeks after placing your order.

Need Help? Please call CostumeManager.com Customer Service at (877) 632-6234 9:30 am – 5:30 pm Monday – Friday; 9:30 am. – 3 pm Saturdays for further assistance. All times Pacific Standard Time. 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	Dress Code	Bust		Weight	
Student Name		Waist		Height	
Performance Name		Hips		Head Size	
Notes		Girth			
Street Shoe Size		Inseam			