



## RENTAL RETURN PROCEDURES

1. *All wardrobe should be returned on hangers, in an enclosed vehicle, hanging on racks.*
2. *Wardrobe must be cleaned. We recommend La Cienega Cleaners for Mens clothing and Peters Cleaners for Ladies clothing.*
3. *Wardrobe should be arranged in chronological order on the rack according to the shipping sheets.*
4. *Each item or group of items on a sheet should be tagged with the sheet and line number listed. All sheets returned complete should have "Return Complete" on the tag. We also accept xerox copies of our Shipping Sheet as long as it is clearly marked what item is being returned.*
5. *All shoes and hats should be returned in boxes. We do not recommend pinning the hats to garments or returning them in bags hanging from the garments. Never put shoes and hats in the same box.*
6. *Any items damaged should be tagged accordingly.*
7. *Any items being put on "Hold" should be tagged with the sheet number, line number, character, and length of hold. This tag should stand out from other tags.*
8. *When return is ready to be worked, a wardrobe representative from the show should be present if possible.*
9. *All altered garments must be restored to original size and style.*
10. *All shoes should be cleaned if necessary.*
11. *All loss and damage will be reviewed with the supervisor once return is complete.*