

# Yale School of Drama Costume Collection

149 York Street, New Haven, CT  
 Elizabeth Beale, Manager  
 203-432-1747  
 elizabeth.beale@yale.edu

## Sample Invoice

Yale School of Drama  
 Costume Stock Collection  
 Elizabeth Beale, Manager

149 York Street, New Haven, CT 06511  
 203-432-1747  
 elizabeth.beale@yale.edu

<b>Account</b>	Production Company Name	<b>Renter</b>	Jane Joe
<b>Show Title</b>	A-Very-Cool-Play	<b>Title</b>	Costume Designer
<b>Show Dates</b>	9/24/15-9/26/15	<b>Phone</b>	555-555-5555
<b>Return By</b>	10/7/15 (\$10 a day late fee after this date)	<b>Email</b>	Costumes.are.awesome@gmail.com
<b>PTAEO</b>			

I agree to the terms and conditions of the rental agreement: \_\_\_\_\_ Date \_\_\_\_\_

		Transactions				
		Date	Check #	Check Name	Amount	Note
<b>Rental Total:</b>	\$323.00				\$ 150.00	Security Deposit
<b>Value Total:</b>	\$1,365.00				\$ 323.00	Rental Fee 1
<b>Deposit Amount:</b>	\$150.00					Rental Fee 2
						Rental Fee 3
<b>Lost / Damaged Fee:</b>	\$0.00				\$ 323.00	Rental Fee Paid To Date
					\$125	Lost / Damaged Fee

qty	Item	Out Date	Pre-show Return	Post-show Return	Lost/ Damaged	Value Each	Value Total	Rental Each	Rental Total
1	Camel drawstring Men's trousers	9/22/2015		10/3/2015		\$ 50.00	\$ 50.00	\$ 10.00	\$ 10.00
4	White canvas denim Men's trousers	9/22/2015		10/3/2015		\$ 50.00	\$ 200.00	\$ 10.00	\$ 40.00
2	Black Men's trousers	9/22/2015		10/3/2015		\$ 50.00	\$ 100.00	\$ 10.00	\$ 20.00
1	Charcoal men's trousers	9/22/2015		10/3/2015	Damaged	\$ 50.00	\$ 50.00	\$ 10.00	\$ 10.00
3	off white women's aprons without bib	9/22/2015		10/3/2015		\$ 55.00	\$ 165.00	\$ 10.00	\$ 30.00
1	white stripped men's pj pants	9/22/2015		10/3/2015		\$ 40.00	\$ 40.00	\$ 10.00	\$ 10.00
4	white women's camis	9/22/2015		10/3/2015		\$ 30.00	\$ 120.00	\$ 10.00	\$ 40.00
2	White skirts	9/22/2015		10/3/2015		\$ 60.00	\$ 120.00	\$ 10.00	\$ 20.00
1	Beige skirt	9/22/2015		10/3/2015		\$ 60.00	\$ 60.00	\$ 10.00	\$ 10.00
1	white blouse: women's	9/22/2015		10/3/2015		\$ 50.00	\$ 50.00	\$ 10.00	\$ 10.00
1	Yellow floral dress	9/22/2015			Lost	\$ 75.00	\$ 75.00	\$ 25.00	\$ 25.00
2	White day dresses	9/22/2015		10/3/2015		\$ 75.00	\$ 150.00	\$ 25.00	\$ 50.00
1	white Chef's Apron	9/22/2015		10/3/2015		\$ 25.00	\$ 25.00	\$ 10.00	\$ 10.00
2	Hospital Gowns	9/22/2015		10/3/2015		\$ 20.00	\$ 40.00	\$ 10.00	\$ 20.00
4	Black Belts: Men's	9/22/2015		10/3/2015		\$ 20.00	\$ 80.00	\$ 3.00	\$ 12.00
1	Brown Belt Men's	9/22/2015		10/3/2015		\$ 20.00	\$ 20.00	\$ 3.00	\$ 3.00
1	Eggshell Belt Men's	9/22/2015		10/3/2015		\$ 20.00	\$ 20.00	\$ 3.00	\$ 3.00