



EXCHANGE FORM for those who *have* their tickets
Please print this form to either mail or fax to us along with your tickets.

Box Office address and fax number are at the bottom of this form.

Only subscribers and package-holders may make free ticket exchanges.
Single ticket purchasers must include credit card info for the \$5 per seat exchange fee.

Questions? Please call the Box Office at 202.547.1122, option 3.

Please indicate how many tickets you are exchanging _____

Name _____

Name of subscriber (if different) _____

Subscriber Account # _____

City _____

State _____ Zip _____

Phone(day): _____

Phone(evening): _____

I have subscription tickets for:

Show Name _____

Date _____ Time _____

I wish to exchange them for the following performance:

1st Choice: Date: _____ Time: _____

2nd Choice: Date: _____ Time: _____

3rd Choice: Date: _____ Time: _____

Priority (Check at least one):

_____ Date most important-seating flexible.

_____ Best available seating most important-date flexible.

_____ My party may be seated separately if necessary to secure tickets on the preferred dates listed above.

If my request cannot be fulfilled (Check one):

Please keep me in my original date.

Please contact me to discuss an alternate date.

Please accept my original tickets as a **contribution** to the Shakespeare Theatre Company.

If you have requested a higher-priced seat or performance, you must include payment information with this form for the transaction to be completed. Thank you.

Visa/MasterCard American Express Discover

CC# _____

Please mail my tickets in the enclosed self-addressed, stamped envelope.

Please hold my tickets at the box office.

To submit this form, you can either:

Mail this form with your tickets to:

Shakespeare Theatre Company

Subscription Exchanges

450 7th Street NW

Washington, DC 20004-2201

(When mailing this form, please remember to include your tickets.)

or

Fax this form with a copy of your torn tickets to: 202. 608.6350 (If faxing this form, please remember to include a copy of your torn tickets.)

Questions about exchanging? Call us at: 202.547.1122 or toll free at 877.487.8849 or TTY: 202.638.3863.

Please note that your exchange is not complete until you have received confirmation from us of your new performance date and time. If you haven't heard from us within 24 hours from the date you submitted this request, please call us at 202.547.1122.