

## Ticket Exchange Request Form

All exchanges must be received before the close of the last business day prior to original show date.  
**Subscribers:** Exchanges are free; **Non-Subscribers/ArtTix Buyers** exchanges are: \$5 per ticket.

### REQUIRED INFO:

Name(s) on Patron's Account \_\_\_\_\_  
Account # \_\_\_\_\_ or Order # \_\_\_\_\_  
Daytime Phone (\_\_\_\_\_) \_\_\_\_\_  
Email \_\_\_\_\_

Original Tickets Date \_\_\_\_\_ Time \_\_\_\_\_ # of Tix \_\_\_\_\_ / \_\_\_\_\_  
Exchange Request Date \_\_\_\_\_ Time \_\_\_\_\_ *Out of Total - EX: \_\_1\_\_ / \_\_2\_\_*

Upgrade / Seating section change? YES / NO  
If yes, which section are you requesting? \_\_\_\_\_  
Additional tickets? YES / NO  
If yes, how many extra tickets do you need? \_\_\_\_\_

*Upgrades and additional tickets require payment information:*

*AmEx Visa Master Card Discover Check Payable to Ballet West*

Credit / Debit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Processing code \_\_\_\_\_  
Billing zip code \_\_\_\_\_

**\*\*Please verify new date and show time. Exchanges are done in order of request and for comparable areas by availability. Once an exchange is requested, the original tickets are automatically invalid.\*\***