



# Ticket Exchange Request Form

**OLD TICKETS MUST BE CUT IN HALF AND ATTACHED!**  
**THE ENTIRE FORM MUST BE FILLED OUT IN ORDER FOR YOUR EXCHANGE TO BE PROCESSED.**

Please print clearly.

Name:		Order Number:	
Daytime Phone Number:		Evening Phone Number:	
Original Seats: DATE	SECTION	ROW	SEATS
New Date/Time Desired: 1 <sup>st</sup> Choice		2 <sup>nd</sup> Choice	3 <sup>rd</sup> Choice
Please charge my (check one)	Visa	MasterCard	American Express Discover
Credit Card Number (REQUIRED)		Expiration Date	
Name on Card			
Signature			

**I authorize Tempe Center for the Arts to charge a \$5 exchange fee per ticket plus any difference in ticket price to the credit card above.**

Tickets may be exchanged to any performance within the run of a show but cannot be exchanged to a different show. Ticket exchanges must be completed at least 24 hours in advance of your scheduled performance. Once a performance has passed, tickets can no longer be exchanged. Your new seats will be assigned upon receipt of the exchange form and cut tickets. You will be notified of your new seat assignment by telephone.

Mail this form to: TCA Box Office  
700 W. Rio Salado Parkway  
Tempe, AZ 85281

OR

Fax this form to: 480.858.7710