

CD-Audio Order Form

Please complete, sign and send this form along with your master, artwork and deposit. Also attach a completed Audio Master Log Sheet and all licensing documents.

Corporate Office:
9430 Topanga Canyon Blvd., Suite 201
Chatsworth, CA 91311
800-746-9868

CD duplication
4 less.com[®]
More than a great price.

<div style="background-color: #333; color: white; padding: 2px; font-weight: bold;">1 BILLING INFORMATION</div> <p>Customer Name: _____</p> <p>Company or Band: _____</p> <p>Address: _____</p> <p>_____</p> <p>City: _____ State: _____ Zip Code: _____</p> <p>Country: _____ Province: _____</p> <p>Phone (day) _____ Phone (eve) _____</p> <p>Fax: _____</p> <p>E-mail: _____</p> <p>SHIP TO ADDRESS (If different than Billing Information) No PO Boxes</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>City: _____ State: _____ Zip Code: _____</p> <p>Country: _____ Province: _____</p>	<div style="background-color: #333; color: white; padding: 2px; font-weight: bold;">2 PAYMENT METHOD</div> <p>Standard payment terms are 50% deposit in advance with balance due prior to shipping your order. (Sorry, no CODs)</p> <p><input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Money Order</p> <p><input type="checkbox"/> Cash <input type="checkbox"/> Check (Personal checks must clear our bank before production can begin. Certified funds are required for final payment.)</p> <p>Card Number: _____ Check Digit: _____</p> <p>Name on Card: _____ Expiration: _____</p> <p>Signature: _____</p> <p>CREDIT CARD STATEMENT ADDRESS (If different than Billing Information)</p> <p>Address: _____</p> <p>_____</p> <p>City: _____ State: _____ Zip Code: _____</p> <p>Country: _____ Province: _____</p> <div style="background-color: #eee; padding: 2px;"> <p>FOR OFFICE USE ONLY</p> <p>SO#: _____</p> <p>Date: _____ Auth# _____ Date: _____ Auth# _____</p> </div>
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3 ORDER SPECIFICATIONS

ORDER QUANTITY

CD FACE PRINT (Choose One)

PMS Spot Colors: _____ Identify Colors by Pantone # (White & Black are Colors)

4-color Process

4-color Process + White Background "donut" (5-color printing)

6th Color PMS: _____

JEWEL CASE FRONT INSERT STYLE (Choose One)

<input type="checkbox"/> No Printed Inserts Jewel Case Only	<input type="checkbox"/> 2-Panel Insert 	<input type="checkbox"/> 4-Panel Insert 	<input type="checkbox"/> 6-Panel Insert 	<input type="checkbox"/> 8-Panel Insert 	<input type="checkbox"/> Multi-Page Booklet
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Pages
 8 12
 16 20
 24

HOW WILL YOUR FRONT INSERTS PRINT? (Choose One Each)

<p><input type="checkbox"/> 1-color B&W</p> <p><input type="checkbox"/> 1-color PMS # _____</p> <p><input type="checkbox"/> 4-color Process</p>	<p><input type="checkbox"/> 1-color B&W</p> <p><input type="checkbox"/> 1-color PMS # _____</p> <p><input type="checkbox"/> 4-color Process</p> <p><input type="checkbox"/> None</p>
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OUTSIDE PRINT INSIDE PRINT

HOW WILL YOUR BACK TRAY CARDS PRINT? (Choose One Each)

<p><input type="checkbox"/> 1-color B&W</p> <p><input type="checkbox"/> 1-color PMS # _____</p> <p><input type="checkbox"/> 4-color Process</p>	<p><input type="checkbox"/> 1-color B&W</p> <p><input type="checkbox"/> 1-color PMS # _____</p> <p><input type="checkbox"/> 4-color Process</p> <p><input type="checkbox"/> None</p>
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OUTSIDE PRINT INSIDE PRINT (Requires Clear Tray)

CD TRAY COLOR? (Choose One)

BLACK/CHARCOAL WHITE CLEAR

Jewel Cases are typically overwrapped. If you do not want overwrap, please check here: No overwrap on my Jewel Cases!

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4 Music Ownership & Copyrights

CD Title: _____

This CD contains the following:

- One Artist or Band
- Compilation of Artists or Bands
- Audio Clips from a Movie, TV Show, Live Performance, etc.

The music on this CD is: (check all that apply)

- Original - You wrote and own the rights to the songs.
- Licenced from a 3rd party (Include copy of license(s))
This includes any "cover" songs, sampling, sound library, etc.
- Public Domain (Include proof of Public Domain Status, from Harry Fox Agency or other reputable source).

If you are licencing any music or audio for use on your master from a 3rd party, such as Harry Fox Agency or any independent source, then please attach copies of all licensing agreements you have made with each 3rd party. If you have agreements with a band, distributor, record company or other entity, then we will need signed documentation on their letterhead. [Click here](#) for more information on 3rd party music and content.

We abide by RIAA's Good Business Practice Standards. We do check for 3rd party music. If your content is in doubt, your project will go on-hold. Please be prepared to back up your master with documentation.

5 Artwork

CD FACE ARTWORK

- CD Duplication 4 Less to output film from your electronic files
- You will output film and supply plate ready film

JEWEL CASE INSERT & TRAY CARD ARTWORK

- CD Duplication 4 Less will output plates - Direct To Plate, no film
From your electronic files
- You will output film and supply plate ready film

If supplying electronic files, what program was used to create your artwork?

- Illustrator
- Quark XPress
- CorelDraw
- Other _____
- PC
- Mac

6 Final Details

ORDER COSTS

Quantity: _____

Price: _____ > = _____

Film Costs: _____

Design Costs: _____

Rush or Other Costs: _____

Sub-Total: _____

Tax Rate: _____ % = _____
(CA, TX, IN Shipments Only)

Order Total:

All orders subject to 10% over/under run, invoiced on actual quantity shipped.

Freight costs are additional and are calculated at time of shipment and added to final invoice.

NOTES OR SPECIAL INSTRUCTIONS TO FACTORY (attach a separate sheet if necessary)

CHECKLIST Include the following:

- Signed Order Form
- Completed Audio Master Log
- Signed Copyright Form
- 3rd Party Licenses (as needed)
- Your Master
- Artwork - On Disk or Plate Ready Film
- Art Proof Sample

7 Signature

By signing, I declare that I am ordering the above selected items from CD Duplication 4 Less. I further declare that I have the legal right to reproduce this CD project and I agree to be bound to CD Duplication 4 Less's Terms & Conditions as stated on pages three and four. If pages three and four were not received, contact us immediately, otherwise we will rely on your receipt.

Signed: _____ Print Name: _____ Date: _____