

# CD-ROM 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**<sup>®</sup>  
More than a great price.

<b>1 BILLING INFORMATION</b>	<b>2 PAYMENT METHOD</b>
Customer Name: _____ Company or Band: _____ Address: _____ _____ City: _____ State: _____ Zip Code: _____ Country: _____ Province: _____ Phone (day) _____ Phone (eve) _____ Fax: _____ E-mail: _____ <b>SHIP TO ADDRESS</b> (If different than Billing Information) <b>No PO Boxes</b> Name: _____ Address: _____ _____ City: _____ State: _____ Zip Code: _____ Country: _____ Province: _____	Standard payment terms are 50% deposit in advance with balance due prior to shipping your order. (Sorry, no CODs)  <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Money Order <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.)  Card Number: _____ Check Digit: _____ Name on Card: _____ Expiration: _____ Signature: _____ <b>CREDIT CARD STATEMENT ADDRESS</b> (If different than Billing Information) Address: _____ _____ City: _____ State: _____ Zip Code: _____ Country: _____ Province: _____ FOR OFFICE USE ONLY    SO#: _____ Date: _____ Auth# _____    Date: _____ Auth# _____

<b>3 ORDER SPECIFICATIONS</b>	<table style="width:100%;"> <tr> <td style="width:20%; text-align: center;"> <b>ORDER QUANTITY</b>  <input style="width:100px; height:20px;" type="text"/> </td> <td style="width:80%;"> <b>CD FACE PRINT</b> (Choose One)    <input type="checkbox"/> PMS Spot Colors: _____ Identify Colors by Pantone # (White &amp; Black are Colors)  <input type="checkbox"/> 4-color Process  <input type="checkbox"/> 4-color Process + White Background "donut" (5-color printing)  <input type="checkbox"/> 6th Color PMS: _____                 </td> </tr> </table> <p><b>PACKAGING</b> (Choose One) Digipak™ packaging prints 4-color process standard. Check "Custom Configuration" for any custom printing or custom design.</p> <table style="width:100%; text-align: center;"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 4-Panel Digipak™</td> <td><input type="checkbox"/> 6-Panel Digipak™</td> <td><input type="checkbox"/> 8-Panel Digipak™</td> <td><input type="checkbox"/> 4-Panel Digilite™ (White Tray Only)</td> <td><input type="checkbox"/> Custom Configuration (Attach copy of quote and/or detailed specifications)</td> </tr> </table> <p><b>DIGITRAY™ CD TRAY COLOR?</b> (Choose One)  <input type="checkbox"/> BLACK/CHARCOAL    <input type="checkbox"/> WHITE    <input type="checkbox"/> CRYSTAL CLEAR</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>Digipaks™ are typically overwrapped. If you do not want overwrap, please check here:    <input type="checkbox"/> No overwrap on my Digipaks!</b> </div> <p><b>DIGITRAY™ CD TRAY LOCATION?</b> (Choose One for Your Configuration)</p> <table style="width:100%;"> <tr> <td style="width:33%; vertical-align: top;"> <b>4-PANEL</b>  <table style="width:100%; text-align: center;"> <tr> <td style="width:50%; background-color: #f0f0f0;">1</td> <td style="width:50%; background-color: #f0f0f0;">2</td> </tr> <tr> <td colspan="2" style="text-align: center;">Standard</td> </tr> </table> <input type="checkbox"/> Position 1    <input type="checkbox"/> Position 2                 </td> <td style="width:33%; vertical-align: top;"> <b>6-PANEL</b>  <table style="width:100%; text-align: center;"> <tr> <td style="width:33%; background-color: #f0f0f0;">1</td> <td style="width:33%; background-color: #f0f0f0;">2</td> <td style="width:33%; background-color: #f0f0f0;">3</td> </tr> </table> <input type="checkbox"/> Position 1    <input type="checkbox"/> Position 2    <input type="checkbox"/> Position 3                 </td> <td style="width:33%; vertical-align: top;"> <b>8-PANEL</b>  <table style="width:100%; text-align: center;"> <tr> <td style="width:25%; background-color: #f0f0f0;">1</td> <td style="width:25%; background-color: #f0f0f0;">2</td> <td style="width:25%; background-color: #f0f0f0;">3</td> <td style="width:25%; background-color: #f0f0f0;">4</td> </tr> </table> <input type="checkbox"/> Position 1    <input type="checkbox"/> Position 2    <input type="checkbox"/> Position 3    <input type="checkbox"/> Position 4                 </td> </tr> </table>	<b>ORDER QUANTITY</b> <input style="width:100px; height:20px;" type="text"/>	<b>CD FACE PRINT</b> (Choose One)  <input type="checkbox"/> PMS Spot Colors: _____ Identify Colors by Pantone # (White & Black are Colors) <input type="checkbox"/> 4-color Process <input type="checkbox"/> 4-color Process + White Background "donut" (5-color printing) <input type="checkbox"/> 6th Color PMS: _____						<input type="checkbox"/> 4-Panel Digipak™	<input type="checkbox"/> 6-Panel Digipak™	<input type="checkbox"/> 8-Panel Digipak™	<input type="checkbox"/> 4-Panel Digilite™ (White Tray Only)	<input type="checkbox"/> Custom Configuration (Attach copy of quote and/or detailed specifications)	<b>4-PANEL</b> <table style="width:100%; text-align: center;"> <tr> <td style="width:50%; background-color: #f0f0f0;">1</td> <td style="width:50%; background-color: #f0f0f0;">2</td> </tr> <tr> <td colspan="2" style="text-align: center;">Standard</td> </tr> </table> <input type="checkbox"/> Position 1 <input type="checkbox"/> Position 2	1	2	Standard		<b>6-PANEL</b> <table style="width:100%; text-align: center;"> <tr> <td style="width:33%; background-color: #f0f0f0;">1</td> <td style="width:33%; background-color: #f0f0f0;">2</td> <td style="width:33%; background-color: #f0f0f0;">3</td> </tr> </table> <input type="checkbox"/> Position 1 <input type="checkbox"/> Position 2 <input type="checkbox"/> Position 3	1	2	3	<b>8-PANEL</b> <table style="width:100%; text-align: center;"> <tr> <td style="width:25%; background-color: #f0f0f0;">1</td> <td style="width:25%; background-color: #f0f0f0;">2</td> <td style="width:25%; background-color: #f0f0f0;">3</td> <td style="width:25%; background-color: #f0f0f0;">4</td> </tr> </table> <input type="checkbox"/> Position 1 <input type="checkbox"/> Position 2 <input type="checkbox"/> Position 3 <input type="checkbox"/> Position 4	1	2	3	4
<b>ORDER QUANTITY</b> <input style="width:100px; height:20px;" type="text"/>	<b>CD FACE PRINT</b> (Choose One)  <input type="checkbox"/> PMS Spot Colors: _____ Identify Colors by Pantone # (White & Black are Colors) <input type="checkbox"/> 4-color Process <input type="checkbox"/> 4-color Process + White Background "donut" (5-color printing) <input type="checkbox"/> 6th Color PMS: _____																										
<input type="checkbox"/> 4-Panel Digipak™	<input type="checkbox"/> 6-Panel Digipak™	<input type="checkbox"/> 8-Panel Digipak™	<input type="checkbox"/> 4-Panel Digilite™ (White Tray Only)	<input type="checkbox"/> Custom Configuration (Attach copy of quote and/or detailed specifications)																							
<b>4-PANEL</b> <table style="width:100%; text-align: center;"> <tr> <td style="width:50%; background-color: #f0f0f0;">1</td> <td style="width:50%; background-color: #f0f0f0;">2</td> </tr> <tr> <td colspan="2" style="text-align: center;">Standard</td> </tr> </table> <input type="checkbox"/> Position 1 <input type="checkbox"/> Position 2	1	2	Standard		<b>6-PANEL</b> <table style="width:100%; text-align: center;"> <tr> <td style="width:33%; background-color: #f0f0f0;">1</td> <td style="width:33%; background-color: #f0f0f0;">2</td> <td style="width:33%; background-color: #f0f0f0;">3</td> </tr> </table> <input type="checkbox"/> Position 1 <input type="checkbox"/> Position 2 <input type="checkbox"/> Position 3	1	2	3	<b>8-PANEL</b> <table style="width:100%; text-align: center;"> <tr> <td style="width:25%; background-color: #f0f0f0;">1</td> <td style="width:25%; background-color: #f0f0f0;">2</td> <td style="width:25%; background-color: #f0f0f0;">3</td> <td style="width:25%; background-color: #f0f0f0;">4</td> </tr> </table> <input type="checkbox"/> Position 1 <input type="checkbox"/> Position 2 <input type="checkbox"/> Position 3 <input type="checkbox"/> Position 4	1	2	3	4														
1	2																										
Standard																											
1	2	3																									
1	2	3	4																								

# CD-ROM Order Form

## Page 2

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

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

### 4 Content or Software Ownership & Copyrights

CD Title: \_\_\_\_\_

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

This CD contains the following:

- Software program(s)
- Multimedia presentation
- Enhanced CD  
(Combination of CD-ROM tracks and Audio or Video Tracks)

- Original - You or your company wrote and or designed and also own the rights to the programing and/or presentation material.
- Some or all of the content is licenced from a 3rd party. This includes any executable files such as; Adobe Acrobat Reader, MS Explorer, Navigator, PowerPoint, etc. (Include copy of license(s))
- Music, sound clips, video or other multimedia content licenced from a 3rd party. (Include copy of license(s))

If you are licencing any software from a third party (such as Adobe or Microsoft) or any music or audio (including stock music), then please attach copies of all licensing agreements you have made with each 3rd party. [Click here](#) for more information on licensing 3rd party software and content.

We abide by BIA and IRMA anti-piracy guidelines and RIAA's Good Business Practice Standards. We do check for 3rd party software and content. 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

#### DIGIPAK™ ARTWORK

- CD Duplication 4 Less will output 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
- 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: \_\_\_\_\_



