

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
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More than a great price.

<div style="border: 1px solid black; padding: 5px;">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="border: 1px solid black; padding: 5px;">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="border: 1px solid black; padding: 2px;">FOR OFFICE USE ONLY</div> <p>SO#: _____</p> <p>Date: _____ Auth# _____ Date: _____ Auth# _____</p>
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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 	# Pages <input type="checkbox"/> 8 <input type="checkbox"/> 12 <input type="checkbox"/> 16 <input type="checkbox"/> 20 <input type="checkbox"/> 24
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HOW WILL YOUR FRONT INSERTS PRINT? (Choose One Each)

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

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

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

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
- 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: _____

