

CD/CD-ROM/DVD ORDER FORM

Billing information NEW ORDER RE-ORDER

Account #: _____
Customer Name: _____
Contact person: _____
Address #1: _____

Phone: (____) _____ Fax: (____) _____
Alternate Phone: (____) _____ E-mail: _____
Terms: _____ CA Resale Permit#: _____

_____ Date
_____ Outside Sales Rep
_____ CSR REP
_____ PO#
_____ Required Date
_____ Customer Approval

Selection #: _____ **Quantity Ordered:** _____

Disc _____ Artist: _____
Assembly _____ Title: _____

Disc Type:
CD: Circle one
Audio / CD-ROM (enhanced)
DVD: Circle one
DVD-5 / DVD-9 / DVD-10

Source Type
Date arrived: _____
 CDR CD ROM DVDR
 CD AUDIO DAT DLT
 CSS Other _____

Stamper Inner-ring
 Standard Imprint OK
 See "special comments"

Packed-out Yield
 Standard: 10% over/under

Check Disc Y N
Print Sample Y N

FILM PROOFS
 Laser print Color Key PDF

Art Information
Date for media to arrive: _____
 CDR E-mail FTP (file)
 Customer will supply film (specs were provided)
 Output from film ready files (specs were provided)
 Modify artwork files & output film (computer time charges)
 Create artwork & film from scratch (design charges apply)

DISC Label Print
 Silk Screen Offset **Carton Count**
 5 (white + cmyk) 30-Count (straight)
 4 (cmyk no white) 30-Count (15 side by side)
 3 colors _____ 50-Count (inner box)
 2 colors _____ 120-Count (master box)
 1 color _____ 200-Count (master box)
 Other _____ Other
Packaging code _____

Packaging Type
 Bulk Sleeve _____
 CD Jewel case DVD case _____

Part Part #
DVD Wrap Y N _____
CD/DVD Booklet Y N _____
Inlay Y N _____
CD Mini jacket Y N _____
Digi Pak Y N _____
O-card Y N _____
Poly wrap Y N _____
Black tray Y N _____
Extra insert _____
Top Spine Y N _____
Sticker Y N _____
Apply sticker (on poly) Y N _____
Sticker Placement Grid _____
 Other _____
 Special packaging (see assembly inst.)

Assembly Instructions/Special Comments: _____

 See back for more instructions.

One Time Charges		Per-unit Charges (replication & packaging)		RAW Material Charges		Description
Qty	Charges	Qty	Units	Qty	Charges	
	\$		\$		\$	Booklet ___Pages (___) Inlay (___)
	\$		\$		\$	Folder ___Pages (___) Inlay (___)
	\$		\$		\$	Wrap (___/___)
	\$		\$		\$	Sleeve _____, ___Color
	\$		\$		\$	Box size ___x___x___, ___Color ___
	\$		\$		\$	Corr. Insert for box: _____
	\$		\$		\$	_____
	\$		\$		\$	_____
	\$		\$		\$	_____
	\$		\$		\$	Total unit cost