

CD & DVD Order Form CUSTOMER INFORMATION

Project Title / Artist: _____ Date ____ / ____ / ____
 Primary Contact: _____ Secondary Contact: _____
 Address: _____
 City/State/Zip: _____
 Phone: Home _____ Work _____ Fax _____
 Ship to: _____ Email: _____

CD/DVD OPTIONS (Check appropriate boxes)

① **JOB SPECIFICATIONS:** QTY _____ TYPE OF MEDIA _____ PRINT-ONLY QTY: _____
 New Order Reorder Assemble Wrap Barcode Spine Labels

② **DISC PRINTING:** Black Text Full Color Spot Color Silk-Screen (List # of Colors) _____ No Disc Print

③ **MASTER SUPPLIED:** CDR Master DVDR Master Other _____ No Master (pre-printed media or print-only orders)

④ **PACKAGING:** (Please specify type, # of Panels/Trays/Pockets) _____ Color Allowance: 4/0 4/1 4/4

⑤ **LAYOUT OPTIONS:** Customer Supplied Photos & Text Customer Completed Layout to Superdups® Specifications.
Graphic design packages include general layout & design from customer supplied photos, logos and text. One scan per panel included. Logo design, illustration, image creation or photo manipulation will be billed as quoted. Graphic Design is billed at \$42.50 per half hour.

Shipping	Turnaround Time	COMPANY USE ONLY
<p><i>Superdups® preferred method of shipment is UPS. Shipping charges are figured at the conclusion of the project and are determined by the client's choice of carrier, total weight and method of shipment.</i></p> <p><i>Please call your Superdups rep if you would like an estimated shipping cost for your project.</i></p>	<p>Turnaround Averages Turnaround times are based on many variables (time of year, type, quantity of order, etc.). Call your Superdups® representative for current expected turn times.</p> <p><small>Note: Turnaround times do not include shipping and are not guaranteed. If a faster guaranteed rush is needed, please call your Superdups rep for cost and availability.</small></p>	<p><input type="checkbox"/> NEW <input type="checkbox"/> REORDER REP _____ SOURCE _____ JOB# _____ DATE REC: _____</p>

Note: Superdups® is not responsible for delays or charges incurred by artwork/film, master specification discrepancies and/or improperly labeled sequences or ID's on submitted audio masters.

Please call 1-603-890-8996 for assistance in filling out this order form.

QUANTITY	ACTUAL	DESCRIPTION	ITEM #	PRICE	EST. TOTAL	ACTUAL

DEPOSIT INFORMATION I, the undersigned, have read all terms and conditions and agree to pay all totals due for the goods and services indicated above.

Order Placed by _____ Signature _____ Date _____

Cash Money Order Personal Check Credit Card Business Check Check # _____ Bank _____

FINAL PAYMENT INFORMATION

Order Received by _____ Signature _____ Date _____

Cash Money Order Personal Check Credit Card Business Check Check # _____ Bank _____

SUBTOTAL		
MISC.		
DEPOSIT (Min. 60%)		
PRODUCT TOTAL DUE		
SHIPPING		
BALANCE DUE		
FINAL PAYMENT		
BALANCE DUE		

Note: Balance due will vary because of a ±10% overrun or underrun. If an overrun occurs, each additional unit over the amount ordered will be billed at unit price. Prices do not include shipping. Superdups® limits liability to a refund or rerun (by our sole option) on product deemed defective by reason of materials or workmanship. Refund or rerun based solely on product returned to Superdups™. Terms and conditions are attached or listed on page 2 and 3 of this order form.

Thank You!