



CLIENT CD/DVD PURCHASE ORDER

Date in: _____ Client PO# _____ Requested Ship Date: _____

Company _____

Catalog # _____ Artist: _____

Quantity: _____ Title: _____

Master Type: CD-R DVD-R DLT Other: _____

CD:	<input type="checkbox"/> Audio	DVD:	<input type="checkbox"/> Rom	<input type="checkbox"/> 5
	<input type="checkbox"/> Rom		<input type="checkbox"/> Audio	<input type="checkbox"/> 9
	<input type="checkbox"/> VCD		<input type="checkbox"/> Video	<input type="checkbox"/> 10
	<input type="checkbox"/> ECD			

PACKAGING

Jewel box Type: _____ Tray color: Black Clear Other _____

Spindle Amaray Case Color: Black White Other _____

Other Describe _____

Booklet/Folder (circle one) Tray card Sticker Top spine Over-wrap

DVD Wrap DVD Book/Card (circle one)

Other/Notes: _____

ARTWORK

CD Label Film provided CMYK or PMS colors (in lay-down order):

#1 _____
 #2 _____
 #3 _____
 #4 _____

CD Label Film output required

White Flood: Y N

(Please include a color proof of all CD label and print film artwork)

Printing:

Qty (if different than order quantity): _____

Print Film provided Print Film output required

Specs: # Panels/Pages (circle one) _____ Booklet/Folder colors (circle one) _____ Tray card colors _____

DVD Wrap _____ DVD Book/Folder Panels/Pages (circle one) _____

Other/Notes: _____

If you have any questions regarding packaging or artwork, or need to special order a product, please contact your Customer Service Representative.



CLIENT CD/DVD PURCHASE ORDER

1) Quantity: _____ **SHIPPING** (provide multiple drop ship locations on a separate page)
 Blind ship: Y N Ship via: _____
 To: _____ Special Label Info: _____

* 5% overage on all jobs unless specified otherwise. CDs ship in 30 count boxes/120 count outer boxes

CONDITIONS OF PURCHASE

Terms: (COD) 50% Deposit Required. Balance due upon completion. Net payment terms available only upon approved credit application.

Pricing: FOB San Diego

Tax: Not Included in Price

Price subject to change – Price based upon total purchase. All orders are subject to Industry standard manufacturing overage of plus/minus 5% on discs, plus/minus 10% on printed materials (booklets, folders, traycards, sleeves, etc.) and will be billed accordingly.

Replication Pricing: includes mastering within normal turntimes. Rush Fees apply when expediting order.

Turn Time: Shipping time not included

Schedules: based on five (5) day workweek. No shipments on Saturday, Sunday, or Holidays.

Day Zero (0): Commences when master, artwork, purchase documents, and deposit are received before noon.

Client Supplied Components: Must be received 72 hours prior to scheduled assembly.

Normal Turntime: 7 to 10 business days, depending upon production schedule, sophistication of project, and quantity. Time line must be verified prior to acceptance of project.

Offset Printing: No additional charge. Not all screen art available for this process.

Signature: _____

Date: _____

Print Name: _____

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