

CD-ROM/DVD Order Form

Shipping and Billing Information

Date: _____
Purchasing Contact Name: _____ Phone: _____
Fax: _____ Email: _____
Art/Graphics Contact Name: _____ Phone: _____
Fax: _____ Email: _____

Payment Terms: () Net 30 (With approved credit) () Company Check

Bill to: _____ Ship To: _____

Purchase Order Number: _____

Shipping Method: () FedEx P1 () FedEx Standard Overnight () FedEx 2-Day () FedEx 3-Day
() UPS Overnight () UPS 2 Day () UPS Ground () Other
Shipping Payment: () Freight Collect, Acct # () Prepay & Add to my invoice

Job Information

Title of Product: _____ Quantity : _____

<u>DVD</u>	<u>Full Size CD-ROM</u>	<u>Business Card CD-ROM</u>	<u>Screen Printing</u>
() DVD 5	() Data CD-ROM	() 30 MB	() 4 Color Process, CMYK
() DVD 9	() CD Audio	() 50 MB	() Spot Colors
() DVD 10	(Include Play-list)	() 85 MB	List PMS #s _____
		() 3" Mini CD	() White Flood Coat

Order Type: () New Order () Re-Order Turn Time: () Standard or ___ Days

Date in Which CD-R Master will arrive at MCE _____ Required Delivery Date _____

Packaging

- () Spindle Wrapped
- () Single Jewel Case (specify tray below)
- () Black Tray () Clear () White
- () Paper Sleeve with Window & Flap
- () Tyvek Sleeve with Window & Flap
- () S-Shell
- () C-Shell
- () Customer Provided Sleeve
- () Add Barcode
- () Tab Seal
- () Add Spine Label
- () Poly Wrap

Printed Material

Front Insert () 2 Panel () 4 Panel () 6 Panel () 8 Panel
Booklets () 8 pg () 12 pg () 16 pg () 20 pg () 24 pg
Tray Card () Business Reply Card ()
DVD () Entrapment () 2 Panel Insert () 4 Panel Insert
Sleeve () Flush Cut () 4 Panel Single Pocket () Other
DIGITAL DOT PROOF REQUIRED: Y___ N___
If a digit proof is not requested, a waiver form must be signed.

Additional Comments

Customer Signature: _____ Date: _____