Superdups®

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# CD & DVD Order Form

## CUSTOMER INFORMATION

**Client:**_____ **Date**_____/_____/_____

**Contact:**_____ **Title:**_____

**Address:**_____

**City/State/Zip:** _____

**Phone: Home** _____ **Work** _____ **Fax** _____

**Ship to:**_____ **Email:**_____

## CD/DVD OPTIONS (Check appropriate boxes)

① **JOB SPECIFICATIONS:** QTY_____ ❑ New Order ❑ Reorder ❑ Assemble ❑ Wrap ❑ Barcode ❑ Spine Labels

② **DISC SPECIFICATIONS:** ❑ 1-color ❑ 2-color ❑ 3-color ❑ 4-color ❑ 5-color List Colors _____

③ **MASTER SUPPLIED:** ❑ CDR Master ❑ DVDR Master ❑ DAT Master ❑ Other_____

④ **BOOKLET:** ❑ Insert ❑ Folder ❑ Booklet ❑ Posterfolder ~ # Pages/Panels ____ Colors: (circle) 1/0 1/1 2/0 2/1 4/0 4/1 4/4 ❑ Other_____

**TRAY CARD:** ❑1-Sided ❑2-sided Colors:(circle) 1/0 1/1 2/0 2/1 4/0 4/1 4/4 ❑ Other___ ❑ Printing Supplied By Customer (sample must be approved for assembly)

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

*Superdup's® 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.*

*Please call your Superdups rep if you would like an estimated shipping cost for your project.*

## Turnaround Time

***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.**

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.

## COMPANY USE ONLY

❑ **NEW** ❑ **REORDER**

**REP** _____

**SOURCE** _____

**JOB#** _____

**DATE REC:** _____

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

**Please call 1-800-617-3877 for assistance in filling out this order form.**

| QUANTITY | ACTUAL | DESCRIPTION | ITEM # | PRICE | EST. TOTAL | ACTUAL |
|---|---|---|---|---|---|---|
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**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!*