

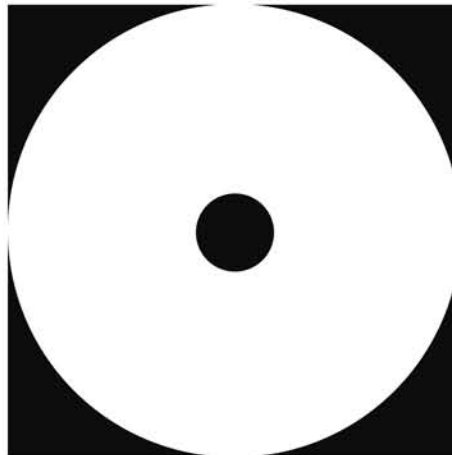
Duplication Order Form

Total: _____
Paid: _____
CID#: _____
Tech: _____
Completed: _____

Full Name: _____
Company: _____
Phone Number: () - _____
Email Address: _____
Street Address: _____
City, State & Zip: City ST Zip

Please see the reverse side for important pricing and submission information!

Date Submitted: _____
Project Name: _____
Source Media: _____
FORMAT & QTY: ___ CD ___ DVD ___ Blu-ray
Format Type: _____
Print Info: ___ Blank ___ Disc ___ Case



Please sketch out a layout of the desired disc surface to be printed.

You may submit a high resolution .psd or .jpg to be printed, but only from our template.

Text only is considered standard. Pictures considered custom.

All discs have a white background.

A .jpg will be sent to you to proof.

Glossy? ___ NO! ___ CD ___ DVD
Case Type: ___ Clamshell ___ Tins ___ Hollywood
___ None/Spindle

PRICING INFORMATION Use the following matrix to get per disc pricing...

	1-8	9-16	17-24	25-50	51-75	76-100
CD	2.50	2.38	2.33	2.25	2.13	2.00
CD-Glossy	3.50	3.33	3.25	3.15	2.98	2.80
DVD	9.00	4.55	4.37	4.10	3.65	3.20
DVD-Glossy	10.00	5.50	5.30	5.00	4.50	4.00
	1-5	6-10	11-20			
Blu-ray	25.00	23.75	22.50			

-ADDITIONAL ITEMS (Make it better!)

Printed Discs = \$2 ea (CD, DVD and Blu-ray)

We can print directly to your disc--even in full color! Skip the design fees by using our template for Adobe Photoshop. You design it, we'll print it on the disc for you!

Disc Label Design = \$20 one time setup design fee per project. (\$10 for text only)

By using your sketch on the reverse side, we will design and let you proof your disc surface. If you ever get future copies and use the same design, there will not be another design fee!

Slimline Clamshell "CD" Case = \$1 ea

A quick, economical and portable distribution solution! Yes, we put each disc in the case for you.

Silver Disc Tin = \$4 ea

Skip the fuss and extra costs of printed cases and use this stylish case to present your duplicated media! Yes, we put each disc in the case for you.

Hollywood Style Plastic Case = \$2 ea PLAIN | \$5.50 ea Printed Outer Sleeve Insert

Yes, we put each disc and insert in the case for you.

Disc Case Design = \$25 one time setup design fee per project. (\$15 for text only)

YOUR PROJECT COST

QTY & Disc Type: CD CD Glossy DVD DVD Glossy Blu-ray

Disc Label: Blank Printed

Cases: NONE Clamshell Tins Plastic Printed Plastic

Disc and Case Design: NONE Disc Case Customer Supplied

SUBTOTAL: \$

Tax (9.5%): \$

GRAND TOTAL: \$

Payment guidelines:

1- 50% down upon submission.

2- 100% or remaining balance paid upon pickup.

You will receive a detailed invoice regarding this order.

No product will be distributed without final payment and the 50% down payment will be forfeited.

SUBMISSION GUIDELINES

- We will ONLY duplicate content in which you created and have explicit use of copyright. (ie: No Hollywood movies!)
- None of these prices include Disc Authoring. You must submit material READY for duplication!

Please follow these instructions when submitting your materials to us!

VHS, VHS-C, MiniDV Tapes and etc.

Ensure that the tape is in its appropriate protective case and **LABELED**.

We can transfer Hi8, Digital8 and BetaMax tapes as well, however we will need your camera/playback deck to do so at this time.

CD, DVD, Blu-ray Discs

Ensure that the disc is in a protective case.

Please label the Case with your Last Name and Customer ID# (If one was given to you.)

If more than 1, include "1 of X" where "X" is total number of discs sent.

Printed Photographs

By using small "post-it" notes, write the number of how it is supposed to be shown in sequence in the Photo Montage. Affix the "post-it" note to the back of the photo.

Arrange the photographs in order.

Utilize a large binding paper clip and place on a common edge of all pictures.
(Do not include very large photos in this bundle as they may bend!)



Place all photographs in a large (ie: gallon sized) plastic ziplock bag and/or folder.

Digital Photographs

Create a new folder in a directory on your hard drive for your digital photos.

Rename EACH picture file to how it is desired to be shown in the Photo Montage.

It is ok for them to not be "in order" especially if having Printed Photos too... ie:
You may have printed photos 1, 2, 3 and then your digital photos start with 4.jpg, 5.jpg, then printed from 6,7,8 and then next digital photo in disc would be 9.jpg and so forth.

Copy/burn the digital photos to the media being supplied (USB Thumbdrive, CD, etc.)

Write your name and Customer ID# (if one was given to you) on the media and case.

- We will take the best care of your materials that we possibly can. However, failure to follow these directions means we can't guarantee they'll be protected. Furthermore, tapes, drives, discs are mechanical devices and can and will fail at any time--especially older tapes! JC/DV Productions will NOT be held liable for damage to any materials submitted.