

Order Form

Crown CD Duplication
 402 Peoples St, Suite 4B , Corpus Christi, TX 78401
 Phone: (888) 460-0045 Fax: (630) 982-6406

BILL TO:

Name: _____
 Band or Company: _____
 Street: _____
 City: _____ State: _____ Zip: _____
 Country: _____
 Phone: day _____ evening _____
 Fax: _____ email: _____

YOUR PAYMENT

Make all checks & Money orders payable to Crown Media.
 Cash Money Order Check # _____
 Visa Mastercard American Express
 Card Number: _____
 Exp. Date: _____ Signature: _____

CARD BILLING NAME & ADDRESS (if different from billing address above)

Name: _____
 Street: _____
 City: _____ State: _____ Zip: _____

SHIP FINISHED PRODUCT TO: (if different from BILL TO address at left)

Name: _____
 Band or Company: _____
 Street: _____
 City: _____ State: _____ Zip: _____
 Country: _____
 Phone: day _____ evening _____
 Fax: _____ email: _____

SHIP AUDIO & DESIGN PROOFS TO: (if different from address above)

Name: _____
 Band or Company: _____
 Street: _____
 City: _____ State: _____ Zip: _____
 Country: _____
 Phone: day _____ evening _____
 Fax: _____ email: _____

YOUR PACKAGE

Duplication Replication CD DVD Video to DVD transfer Posters 8 x 10s
 Reorder Invoice# _____ Monthly Special Yes No Salesperson Name: _____

QUANTITY	DESCRIPTION	ITEM PRICE	TOTAL
	Sales Tax (Texas shipments only)		
	Freight		
	Total		

FINAL DETAILS

Need finished product by: _____
 (Note: Crown CD Duplication cannot guarantee delivery times.)
 Free UPC bar code: Yes No
 Shrink—Wrap: Yes No
 CD tray color: Black Clear

CHECKLIST

I have enclosed the following:
 Signed Order Form Signed Intellectual Property Rights Form
 Graphics & Shipping Form Completed Audio Master Log
 Audio Master & Artwork

RECORDING STUDIO

Please tell us where you recorded your project:
 Engineer's Name: _____
 Studio Name: _____
 Street: _____
 City: _____ State: _____ Zip: _____
 Phone: day _____
 email: _____

I understand that production will not begin until payment is made in full. I authorize Crown CD Duplication to bill my credit card in full with any targeted overs if necessary. Customers will receive a final design proof and are responsible for all final corrections. I declare that I have the right to reproduce this project, and I agree to Crown CD Duplication's standard Terms and Conditions of Sale.

Print Name: _____ Signature: _____ Date: _____

Graphics & Shipping Form

Crown CD Duplication
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Phone: (888) 460-0045 Fax: (630) 982-6406

WHAT ARE YOU GRAPHICS NEEDS?

YOUR DESIGN ON DISK

I'm supplying a disk with finished and/or final scans enclosed. (You must fill out the form at right.)

DESIGNED BY CROWN CD DUPLICATION DESIGN ARTIST

Crown CD Duplication is doing my whole design. I have no specific requirements, other than a great looking job. (Please include a note with details about your music and audience.)

I'm supplying a rough mock-up. Please follow it, but use your discretion if you have ideas to improve on my ideas.

I'm supplying a detailed mock-up. Please follow it exactly.

Graphic design charges are \$55.00 per hour based on services required to take your CD from concept to completion.

GET YOUR ARTWORK TEMPLATES!

We recommend that you get our complete specifications and templates before beginning your design.

- Download templates from our Web site at:
<http://crowncd.com/specs.html>

DISK SUPPLIED

Crown CD Duplication accepts:

- 3.5 floppy disks
- Lomega ZIP
- CD-R

ALONG WITH YOUR FILES, YOU MUST PROVIDE:

- Directory of files on disk that indicate which are to be output
- Hard copy (printout) of all pieces for our reference
- Special instruction (additional scans required, folding mock-up, etc.)
- Completed Supplied Design on Disk checklist (at right)

If you have any questions please call 888.460.0045.

SUPPLIED DESIGN ON DISK CHECKLIST

PLATFORM: Mac PC

GENERAL REQUIREMENTS

Use our templates
Allow proper bleed (1/8")
Keep all type within 1/8" safety/live area.
Define all colors as CMYK or Grayscale (or PMS if applicable).
Check that documents are correct size, with crop and fold marks.
Do not include center knockouts in your CD/DVD artwork. Allow the artwork to go into this area.
These templates are designed as guides, do not flatten the guidelines into the artwork.
Business Card CDs: Please use the guides to set your content, but do not clip the artwork into the shape of the business card CD. This will aid in art setup and avoid delays
Add your product number on all pieces.

SUPPLIED SCANS

Use correct file format (TIFF, EPS). Avoid GIF and JPEG formats wherever possible.
Save as CMYK, grayscale, or bitmap color mode. No RGB, index color, etc.
Make sure resolution at size is okay. 350 dpi for color/grayscale (175 lpi min.) 800 dpi for bitmap (175 lpi min.)
There should be no extra channels, layers, or paths unless necessary.

LINKED FILES

Provide all high resolution scans and logo (EPS) files that are placed in your layout.
Make sure all linked files are editable.
Include any fonts used in your EPS files.
Include any scans used in your placed EPS files. For example, you placed a scan into an Illustrator file, saved that Illustrator file as an EPS, and then placed that EPS into Quark.

FONT INFORMATION

Supply all fonts (plain, bold, italic, etc.) used.
PostScript fonts have a printer file and a screen font file.
TrueType fonts have only one file.

SHIPPING

Crown CD Duplication will only ship to a business address for all advertised packages and specials that include freight. Additional costs apply for all shipments to residential addresses.

Once the order goes into production there will be no changes in regards to shipping.

INSURANCE

We recommended that you insure all packages accordingly.
The insurance fees for shipping are \$.40 for every \$100.00 of value.
For example \$500.00 in product: \$.40 x 5 = \$2.00 for 100% package protection.

INSURE MY ORDER: YES _____ NO _____

If shipping is not included and you have an account with one of the following shipping companies, please include the account number.



account # _____



account # _____



account # _____

ORDERING GUIDELINES AND INFORMATION

Turn-Around Time:

7-10 working days for bulk orders, or orders that require no printed materials (inserts, etc.). 10-12 working days for full packages (except during peak times). Please keep in mind that your job cannot begin until all artwork has been submitted and has been approved. Proofs will be generated and emailed within 48 hours of receiving artwork. Turn-around times also do not include the transit time from our door to yours. There are varying rush options. Please call for details.

Deposit:

We require a 100% deposit on all orders with the balance with overages to be paid prior to delivery or to be sent COD. No work will proceed on any order until the appropriate deposit has been received.

Overs & Unders:

Because of quality control considerations, it is not always possible to produce the exact number of units ordered. Therefore, it is policy throughout the replication industry to allow for up to a 5% overrun or under run, with your price adjusted accordingly (your final payment will only reflect the exact number of units delivered). This policy has no exceptions, and applies to all orders. Be sure you understand it before placing your order.

Deadlines:

Although we'll make every effort to meet your deadline we are not liable for delays. Any shipping upgrades, etc. required to make your deadline are your responsibility. Our normal shipping method (in most cases) is by UPS GROUND. Deadlines will only be met and guaranteed if rush fees are paid.

Artwork:

All artwork revisions made after artwork has been approved will incur a service fee above and beyond the cost of materials. Crown CD Duplication will not be held liable for errors or omissions in masters and art files supplied by customers or film developing problems due to a file or font error once the proofing process is completed.

We will not be responsible for sloppy proofing.

Only Adobe Photoshop, Illustrator, PageMaker, Freehand or Quark files in a PC or MAC format will be accepted.

Cancellation:

If an order is canceled, the customer is responsible for any art charges or manufacturing charges incurred while in production. All materials submitted to Crown CD Duplication remain the property of the customer, but are not automatically returned with your order. The customer will incur an extra shipping charge to return any production materials.

Crown CD Duplication cannot be held responsible for materials damaged in the transit process. Please insure your package accordingly.



Requirements for 4-Color Process Printing

Crown CD Duplication cannot be responsible for a color match on CD or DVD screen-printing or offset printing if a match proof or equivalent sample is not supplied or ordered by our clients. All computerized proofs do not indicate true color. Match proofs are derived from the film where true color will be shown. Our offset printing color matches are press sheets printed directly from our Heidelberg DI press. It's the equivalent of a match proof even though no film is output, because it is run directly from your art file to the specified embedded color densities. It is actually one final output of your project and takes a lot of prep work to produce. Our CD or DVD face match proofs are generated from film. Therefore, if you request a color match proof, the following fees apply.

CD/DVD Match Proof = \$90.00

4/1..... 2, 4 or 6 Panel Press Sheet Proof = \$100.00

4/4..... 2, 4 or 6 Panel Press Sheet Proof = \$140.00

4/1..... 8 Panel or 8 page Booklet Press Sheet Proof = \$120.00

4/4..... 8 Panel or 8 page Booklet Press Sheet Proof = \$200.00

4/1..... 12 or 16 page Booklet Press Sheet Proof = \$200.00

4/4..... 12 or 16 page Booklet Press Sheet Proof = \$250.00

One UPS charge of \$15 per color match print set will apply.

In most cases, the final color output will satisfy the customer, but for those clients who are attempting to match a particular color (i.e. Company logo or additional printed materials not printed by Crown CD Duplication) this step should be taken. Any color matching concerns relayed after a project is run without a match proof will not be considered for a reprint.

Please initial one of the following statements:

I wish to receive a color match proof

I DO NOT wish to receive a color match proof

*Crown CD Duplication reserves the right to request a color match print on any particular job if the pressman deems it necessary. This is only in unique quality control situations and is intended to benefit the customer.

Signature _____ Date _____



Limitations of Liability

We reserve the right to change prices, materials, and specifications without notice or obligation.

All materials used in the creation of the finished product become property of Crown CD Duplication. Masters remain on file for reorders and piracy concerns.

Do not send any data or masters that have not been backed up. Crown CD Duplication cannot be held responsible for lost or damaged data or masters.

Software piracy is a federal offense. We will not perform any illegal replication.

Crown CD Duplication will not be liable for any direct, indirect, special, incidental, reliance, or consequential damages however caused and regardless of character.

Crown CD Duplication limits liability to re-do or refund (at our sole options) on the services performed, providing that the product is deemed defective by reason of workmanship or material. Reruns or refunds will only commensurate the quantity of goods returned to us. If there is a problem with your order, it is your responsibility to notify us immediately. No product is replaced or credit given more than thirty (30) days after the client's receipt of the product.

I agree to the Manufacturing Terms and Conditions Listed Above.

Printed Name: _____

Customer Signature: _____