

STEP ONE

- Complete this form
 - Sign it
 - Fax it or mail it
- FAX: 1-519-753-2644



Internal Use - Do Not Complete
Digital Duck Ref #

CD/DVD ORDER FORM

The following information must be completed and submitted with your order. We cannot process your order until we have received this form.

PROJECT INFORMATION

New Order:

Reorder:

PAYMENT TERMS

Certified Check: Credit Card*: *Credit Card Authorization Form must be completed

Money Order: Other:

CONTACT Artist/Group/Project Title: _____

Email: _____ Website: _____

SHIP TO: PLEASE NOTE - WE CANNOT SHIP TO P.O. BOXES

Customer/Company: _____

Telephone: _____ Fax: _____

Street: _____ Apt: _____

City: _____ State/Prov.: _____

Country: _____ Zip/PC: _____

BILL TO: LEAVE BLANK IF SAME AS SHIPPING

Customer/Company: _____

Telephone: _____ Fax: _____

Street: _____ Apt: _____

City: _____ State/Prov.: _____

Country: _____ Zip/PC: _____

Federal ID / SSN: _____

* For US customers only, or for product that is being shipped from Canada to customers in the USA. This is now a requirement of US Customs for all shipments entering the USA.

ORDER INFORMATION

DUPLICATION: MEDIA CD or DVD DISC FACE PRINTING COLOR or BLACK X _____ @ _____ = _____
QUANTITY: EACH

PACKAGING: BULK or WINDOW SLEEVE or SLIMLINE JEWEL CASE or STANDARD JEWEL CASE or DVD SLIP X _____ @ _____ = _____
QUANTITY: EACH

INSERT PRINTING: CD 1 PANEL or CD 2 PANEL or CD 4 PANEL or DVD SLIP X _____ @ _____ = _____
 TRAY CARD TRAY CARDS CAN ONLY BE USED IN STANDARD JEWEL CASES X _____ @ _____ = _____
QUANTITY: EACH

OTHER: _____ X _____ @ _____ = _____

EXTRAS: _____ = _____

Authorized Signature _____ Date _____ ESTIMATED TOTAL _____

Purchaser acknowledges that by signing this Order Form they accept the Short Run CD Terms of Service