



Triple Disc

CD Duplication and Multimedia Production

CD Audio/ CD Rom Order Form

This order form must be completed & submitted with your order. We cannot process your order until we have received this completed form with your deposit.

New Release: _____ Date Materials were sent: _____
Project Title : _____ Sales Representative: _____
Re-order TD#: _____ Requested Delivery Date*: _____

*Triple Disc will do everything we can to meet requested delivery dates but due to the complex processes involved in CD production, delivery dates are not guaranteed. All expedited shipping in order to meet a deadline will be charged to the customer including, but not limited to, overnight freight charges to/from Triple Disc and its vendors.

Customer Info:

Bill To: _____ **Ship To:** (PO Box address is not acceptable) _____
Company/ Group: _____ Company/ Group: _____
Primary Contact Name: _____ Contact Name: _____
Address: _____ Address: _____

Telephone: _____ Telephone: _____
Fax: _____ Fax: _____
Alternate Phone #: _____ Alternate Phone #: _____
Email Address: _____ Email Address: _____

How did you hear about Triple Disc: _____

Replication/Duplication Information: Please choose one.

CD Replication (Quantities 500 and above) 3 Color imprint standard.
CD Duplication (Quantities under 500) Black on silver imprint standard.

Quantity: _____

Please choose one:
5" Standard Audio or ROM Disc
Business Card CD _____ MB
3" Mini CD 180MB
Silk-screened CDR

Number of Colors on CD (White counts as a color.): _____
(Full Color CDs are 5 colors, CMYK plus White. Full color replication imprints add \$.10, for full color duplication imprints add \$.75 per CD.)

Price Quoted: \$ _____

VA residents are subject to % sales tax. Please attach a copy of your Triple Disc quote if applicable
11827 Main Street Fredericksburg, VA 22408
Voice: (800) 414-7564 • Fax: (540) 373-3902
www.tripledisc.com

Packaging Information: Please choose the appropriate packaging option for your project.

Option # 1: Non-Printed Packaging options:

Bulk/Spindle	Paper Sleeve/w Window	Vinyl Sleeve	Clamshell
White Mailers	Adhesive Vinyl Sleeves	Tyvek Sleeve /w Window	
Other: _____			

Option # 2: Offset Press Printed Packaging options:

Jewel Box Options:

Black Tray	Clear Tray	Top Spine*	Other: _____
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Slimline Jewel Box Options:

Black Tray	Clear Tray	Other: _____
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Double Slimline 2 CD Options:

Black Tray	Clear Tray	Top Spine*	Other: _____
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Cardboard Sleeve Options:

Shrink-wrap	Clear Tab	No Seal	Other: _____
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*Topspine stickers are only available on orders 500 and above.

Printing options: Please choose the appropriate Printing option for your project.

Jewel Box Folders:	4/1	or	4/4	Jewel Box Stapled Booklets:	4/1	or	4/4
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2 Panel Folder w/ Traycard
4 Panel Folder w/ Traycard
6 Panel Folder w/ Traycard
8 Panel Folder w/ Traycard
Other: _____

8 Page Book w/ Traycard
12 Page Book w/ Traycard
16 Page Book w/ Traycard
24 Page Book w/ Traycard
32 Page Book w/ Traycard
Other: _____

Cardboard Folders:

5" Mini Jacket
5" 4 Panel Cardboard Folder
5" 6 Panel Cardboard Folder
Business Card CD Sleeve
Business Card CD Wallet
Other: _____

Cardboard Digipaks & Mailers:

4 Panel Digipaks
6 Panel Digipaks
2 Panel CD Mailer with zip strip
4 Panel CD Mailer with zip strip
Other: _____

Please contact a Triple Disc sales associate for more details.

800-414-7564 or sales@tripleddisc.com

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Graphic Design Information & CD Package Upgrades:

Graphic Design information:

Do you want Triple Disc to do any Graphic Design? Yes No

- If yes, please provide us with all raw materials that you want us to use. This includes all photos to be scanned, digital photos at 300 dpi, liner notes via email or word processing file and a detailed description or mock up of the layout of your CD artwork.

If you designed your own artwork, please answer the following questions.

What platform was it designed in? Mac PC

What Program was your artwork designed in? _____

What Version of that program are you using? _____

Triple Disc Barcoding:

Does your Project need a barcode? Yes No Leave a 1.025" X .5" white box on the traycard for the barcode.

Are you providing the barcode? Yes No Your barcode #: _____

Do you want Top Spine Sticker? Yes No

- Stores love top spine stickers. They give your CD project that major label look and feel. Top spine stickers are \$.10 a piece. Top Spines are

Triple Disc Audio Package Upgrades: Please skip this section if you are doing a CD ROM Project

Do you want Triple Disc to do any Digital Mastering? Yes No

- If so, please enclose a detailed description of the requested changes to your master. Triple Disc charges \$75 an hour for Digital Mastering.

Do you want posters? Yes No

- Triple Disc offers 11" X 17" Posters. 100 Posters Just \$99 additional posters only \$.50 each.
- Other Quantity: _____ Quantities over 500 please call for a custom quote.

Triple Disc CD ROM Package Upgrades: Please skip this section if you are doing an Audio Project.

Do you want Triple Disc to do any Multimedia Production? Yes No

- If so, please enclose a detailed description of the requested changes to your master. Triple Disc charges \$150 an hour for Multimedia production. _____

Do you want Macrovision SafeDisc CD ROM copy protection? Yes No

- Triple Disc can encode your audio master to prevent unauthorized copying of your audio CD.
- Requires a \$500 Setup fee and an additional \$.20 per CD.
- Please contact your Triple Disc Sales representative for more details. 800-414-7564 or sales@tripleddisc.com

Special Instructions:

Payment Terms: Payment must be in the form of a check, money order, or credit card.

- A 50% deposit must be included with this form for all CD Replication orders.
- All Duplication orders must be paid in full at the time you place the order. This payment must include shipping.
- If you are making your final payment with a check, please complete the check by phone portion of this order form or you must obtain your final balance 5 days before your scheduled shipping date.
- Final payment must be made prior to shipping.
- Net 30 PO's are the only exception. All PO's must be approved by Triple Disc prior to placing your order. All PO's must be net 30 from the date of shipping.

Credit Card
 Check/ACH
 Money Order
 Approved NET 30

Credit Card Authorization section must be completed.
 Check by Phone Authorization section must be completed.
 Orders being paid by Money Order must be paid in full prior to shipping.
 PO must be approved by Triple Disc prior to order.

Credit Card Authorization Form:

I, _____ from _____ authorize Triple Disc to charge the credit card listed below for all charges associated with my CD/DVD project.

Type of Card: _____ Expiration date: _____
 Issuing Bank (Include Phone Number): _____
 Card Number: _____
 CID # on front or back of the card: _____ (See illustration below)



Name on the Card: _____
 Billing Address: _____
 City/State/ Zip: _____
 Phone #: _____
 Signature: **X** _____

Ship To Address: _____
 City/State/Zip: _____
 Phone #: _____
 Date: _____

Notices: Credit card payments are processed through our Credit Card Processing Division and the charge will appear on your statement as Seedy Dealer, Inc. I hereby state these transactions are valid and agree not to dispute these charges. By signing this form, I authorize Triple Disc to charge this credit card for the amount specified. I agree that my signature on this form is binding as if I were signing a credit card slip in person.

Check by Phone (ACH Debit):

Customer Name on Bank account: _____ Bank Name: _____
 Address on Check: _____ Bank City & State: _____
 Address Line 2: _____ Bank Phone #: _____
 City,State, & Zip Code: _____ Bank Routing Number: _____
 Telephone #: _____ Bank Account #: _____
 E-Mail Address: _____ Account Type: _____ Checking _____ Savings



Routing numbers are located on the bottom of your check. See picture above.

Authorization: By sending in this ACH debit authorization form, you authorize Triple Disc to debit your bank account for the amount currently owed for CD production services provided. You understand that this is a one-time debit authorization. You are *not* authorizing Triple Disc to set up your account for recurring ACH debits. You acknowledge that you are the owner or authorized signer on the account information entered in this form.

Signature of authorized Bank Account Holder _____

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Terms and Conditions:

- A 50% deposit must be included with this form for all CD/DVD replication orders. 500 Discs and above.
- All Duplication orders must be paid in full at the time you place the order. This payment must include shipping.
- Your payment must be made in the form a check, money order, or credit card.
- Final payment must be made prior to shipping.
- If you are making your final payment with a check, please complete the Check by Phone portion of this order form.
- Net 30 PO's are the only exception. All PO's must be approved by Triple Disc prior to placing your order. All PO's must be NET 30 from the date of shipping.
- I understand that the final quantity produced will be within a plus or minus of 10% of the quantity ordered. I agree to pay, \$1.00 for CDs & \$2.00 for DVDs (or the actual unit price per CD/DVD whichever is lower,) for any delivered CDs/DVDs over the quantity ordered, up to 10% of the number ordered.
- A service charge of 1.5% per month, 18% APR, will be added to all overdue accounts. Overdue accounts are also liable for all legal & collections fees.
- Triple Disc reserves the right to charge \$25 for any returned check or return ACH transaction due to insufficient funds.
- I affirm that I have obtained all necessary copyright clearances including but not limited to music, software, cover graphics, sound samples, or any other intellectual property.
- I affirm that I have paid any necessary mechanical licensing fees to the Harry Fox agency, directly to the composer or copyright holder and agree to indemnify and hold Triple Disc harmless from any and all claims, demands, suits, and proceedings asserted regarding any copyright infringement or related proceedings. In the event such claims, demands, suits, or proceedings result in damages against Triple Disc, I the client shall become responsible or liable, including Triple Disc's reasonable attorneys fees associated there within.
- I understand that deadlines are Not Guaranteed!
- All Freight is F.O.B. Shipping is never implied in any price unless it is explicitly stated on your quote as a line item.
- Multiple shipping addresses will result in a \$25.00 charge per additional address.
- Changes to shipping addresses after order confirmation will result in a \$50.00 change of address charge
- Fast turn CD projects may have to waive a press proof due to time constraints.
- All PDF proofs provided by Triple Disc are not 100% color accurate due to the limitations of RGB monitors when displaying CMYK and pantone images.
- Triple Disc will provide an online PDF proof for all jobs. A press proof is available for \$100.00. This price includes overnight freight.
- CD replication orders with cardboard packaging include the output of one set of films and an online PDF proof. The customer is responsible for the cost of any additional films and proofs due to graphic design changes.
- I understand that if I cancel my order I will pay Triple Disc any and all setup charges incurred prior to my canceling the order. Setup charges will be any and all reproduction costs that Triple Disc has incurred. This will be a minimum of \$75.
- I understand that there is an implied lien on all materials supplied until final payment is made. (Translation: if I fail to pay my bill in full Triple Disc may dispose of, license, or sell my materials to recoup any debt owed by me.)
- I understand that once I approve a CD master or Artwork PDF proof, any changes are subject to mastering, graphic design, and /or "setup charges". Mastering and graphic design will be charged at \$75.00 an hour minimum of one hour. Setup charges will be any and all pre-production costs that Triple Disc incurs.
- I accept that Triple Disc is not responsible for consequential damages, such as potential lost revenue, due to errors on its part.
- I understand that Triple Disc reserves the right to use any or all overages as samples. If you do not want us to use your CD as a sample please note this in the special instructions of the order form.
- Triple Disc requests that any issues with the finished product be brought to the attention of Triple Disc within 30 days of receipt. Any issues which are brought to Triple Disc's attention after 30 days will be address only at the sole discretion of Triple Disc.
- Please do not send originals. Triple Disc is not responsible for loss or damage of materials provided to us for the purposes of CD production. Triple Disc will not return any items unless you request it at the time you placed the order. There will be \$25.00 shipping and handling charge for any returned items from Triple Disc.
- I have the full authority to act on behalf of the company, group, or artist. I agree to these provisions on their behalf.
- I agree that if this is a credit card purchase, that my signature on this form is binding as if I were signing a credit card slip in person.
- A facsimile of this agreement and any notices generated by a fax machine shall be treated as originals.

Signature

Printed Name

Date

Intellectual Property Rights (IPR) Form

To be submitted with every order.

- Letters of Indemnity are not adequate.
- LICENSED content requires proof of licensing for printing
- OWNED content indicates the individual/organization completing this form is the IPR owner.
- Must be completed by the organization soliciting printing and not a broker or intermediary.

Project Title: _____

Distribution Within an organization___ Retail___ Free to public___ Other_____

Countries Where Distributed _____

Are you the IPR owner for the entire contents? ___ YES ___ NO*

Complete the section(s) below describing the content that is applicable to the media you have ordered. MP3 or Enhanced Disc content requires completion of both ROM and Audio sections.

1. CD-ROM/ DVD-ROM Content

***If Not IPR owner, list all included non-software, freeware, and shareware products. Attach necessary distribution licensing documentation from IPR owner.** Some Shareware and freeware products require distribution licensing. Consult the software vendor for what is necessary.

2. CD/DVD Audio Content

Check Here if COMPILATION _____

Artist(s) _____

Content/Music Type _____

Track List:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

An attached list of track title, artist, and IPR owner is REQUIRED Sampling/mixing of additional recordings not owned (regardless of type, quantity, and length) requires licensing of those original recordings.

*** If Not IPR owner, proof of replication licensing form from IPR owner for licensed tracks is REQUIRED.**

I affirm that all information provided herein is true and that all disc content indicated as being "licensed" are properly licensed for replication under the terms of the original rights holder(s) with proof of such licensing and/or trademark authorization attached. I affirm that I am the intellectual property rights owner for all content indicated as being "owned" and approve of replication. I agree to abide by the current version of the Anti-Piracy Compliance Program procedures and standards of the International Recording Media Association(available at www.recordingmedia.org). The replicator reserves the right to refuse the processing of any order not complying with the Anti-Piracy Compliance Program guidelines.

This portion of the form must be signed or your project will be delayed.

Print Organization Name & Telephone # of Party Soliciting Order _____

Signature of Representative from Party Soliciting Order _____

Print Name, Title, & Date _____