



# Order Form: DVD

## CUSTOMER INFORMATION

Customer PO # \_\_\_\_\_

New order

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Reorder (previous invoice number) \_\_\_\_\_

## BILL TO

Company \_\_\_\_\_

Same as Billing Address

Contact Name \_\_\_\_\_

Company \_\_\_\_\_

Street \_\_\_\_\_

Contact Name \_\_\_\_\_

City \_\_\_\_\_

Street \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_

Phone \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## SHIPPING METHOD

USPS  UPS  FEDEX  OTHER \_\_\_\_\_

Customer Account Number \_\_\_\_\_

## ORDER INFORMATION

Quantity \_\_\_\_\_

Master Format: \_\_\_\_\_

Special instructions \_\_\_\_\_

Description/Title \_\_\_\_\_

Labeling \_\_\_\_\_

## MASTER

Supplied DVD-R

Supplied DLT

Duplic8Media to author DVD

Name of master \_\_\_\_\_

Authoring instructions \_\_\_\_\_

## DUE DATE

Project must arrive \_\_\_\_/\_\_\_\_/\_\_\_\_

## PAYMENT

Customer Account # (call to open account) \_\_\_\_\_

Credit Card

AMEX  M/C  VISA  DISCOVER

Number \_\_\_\_\_

Expiration \_\_\_\_\_

Check enclosed

Cash enclosed (enclose cash for hand delivery only)

## LABEL

Artwork attached

Duplic8Media to design

## PACKAGING

Jewel case  Paper sleeve  Clam shell

Custom packaging (attach artwork)

**ANTI-PIRACY AND COPYRIGHT AGREEMENT**

Please read, sign, and return with order form.

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Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print name \_\_\_\_\_ Company \_\_\_\_\_