NextDayDisc

68 Stiles Road Unit E • Salem, NH 03079
Ph. 877-591-6000 F. 781.287.1166

New England Compact Disc
www.NewEnglandCD.com

CD & DVD Order Form — CUSTOMER INFORMATION

Project Title / Artist:_____ **Date**_____/_____/_____

Primary Contact:_____ **Secondary Contact:**_____

Address:_____

City/State/Zip: _____

Phone: Home _____ **Work** _____ **Fax** _____

Ship to:_____ **Email:**_____

CD/DVD OPTIONS (Check appropriate boxes)

① **JOB SPECIFICATIONS:** QTY_____ TYPE OF MEDIA _____ PRINT-ONLY QTY:_____
❑ New Order ❑ Reorder ❑ Assemble ❑ Wrap ❑ Barcode ❑ Spine Labels

② **DISC PRINTING:** ❑ Black Text ❑ Full Color ❑ Spot Color Silk-Screen (List # of Colors) _____ ❑ No Disc Print

③ **MASTER SUPPLIED:** ❑ CDR Master ❑ DVDR Master ❑ Other_____ ❑ No Master (pre-printed media or print-only orders)

④ **PACKAGING:** (Please specify type, # of Panels/Trays/Pockets)_____ Color Allowance: 4/0 4/1 4/4

⑤ **LAYOUT OPTIONS:** ❑ Customer Supplied Photos & Text ❑ Customer Completed Layout to NextDayDisc Specifications.
Graphic design packages include general layout & design from customer supplied photos, logos and text. One scan per panel included. Logo design, illustration, image creation or photo manipulation will be billed as quoted. Graphic Design is billed at $42.50 per half hour.

Shipping

NextDayDisc preferred method of shipment is UPS. Shipping charges are figured at the conclusion of the project and are determined by the client's choice of carrier, total weight and method of shipment.

Please call your NextDayDisc rep if you would like an estimated shipping cost for your project.

Turnaround Time

Turnaround Averages

Turnaround times are based on many variables (time of year, type, quantity of order, etc.). Call your NextDayDisc representative for current expected turn times.

Note: Turnaround times do not include shipping and are ***not guaranteed***. If a faster guaranteed rush is needed, please call your NextDayDisc rep for cost and availability.

COMPANY USE ONLY

❑ **NEW** ❑ **REORDER**
REP _____
SOURCE _____
JOB# _____
DATE REC: _____

Note: NextDayDisc is not responsible for delays or charges incurred by artwork/film, master specification discrepancies and/or improperly labeled sequences or ID's on submitted audio masters.

Please call 877-591-6000 for assistance in filling out this order form.

QUANTITY	ACTUAL	DESCRIPTION	ITEM #	PRICE	EST. TOTAL	ACTUAL

DEPOSIT INFORMATION I, the undersigned, have read all terms and conditions and agree to pay all totals due for the goods and services indicated above.

Order Placed by _____ **Signature** _____ **Date**_____

❑ **Cash** ❑ **Money Order** ❑ **Personal Check** ❑ **Credit Card** ❑ **Business Check** **Check #**_____ **Bank**_____

FINAL PAYMENT INFORMATION

Order Received by _____ **Signature** _____ **Date**_____

❑ **Cash** ❑ **Money Order** ❑ **Personal Check** ❑ **Credit Card** ❑ **Business Check** **Check #**_____ **Bank**_____

SUBTOTAL		
MISC.		
DEPOSIT (Min. 60%)		
PRODUCT TOTAL DUE		
SHIPPING		
BALANCE DUE		
FINAL PAYMENT		
BALANCE DUE		

Note: Balance due will vary because of a ±10% overrun or underrun. If an overrun occurs, each additional unit over the amount ordered will be billed at unit price. Prices do not include shipping. NextDayDisc limits liability to a refund or rerun (by our sole option) on product deemed defective by reason of materials or workmanship. Refund or rerun based solely on product returned to NextDayDisc. **Terms and conditions are attached or listed on page 2 and 3 of this order form.**

Thank You!