

S & J CD Duplication, Inc.

105 College Drive Suite 3
Orange Park, Florida 32065

Phone * 904.272.0580

CD / DVD Duplication Customer Order Form

Date:

Company or Band Name:

Customer Name:

Street Address:

Suite / Unit Number:

City, State Zip Code:

YOUR UPS or FedEx Account Number:

How you would like the final product shipped on your account:

THIS IS ONLY FOR ORDERS THAT THE CUSTOMER WANTS SHIPPED ON THEIR ACCOUNT.

Ground *3 Day* *2 Day* *Standard Overnight* *Priority Overnight*

Primary

Secondary

Please List Two Phone Numbers
You Can Be Reached At:
Include a fax number if possible.

E-mail Address:

Disc Quantity Ordered:

Disc Type:

Packaging Description:
Jewel Case, Amaray Case, Paper
Sleeve, Slim Line Case, etc.

Bar Code:
Add \$25.00

Yes
No

Shrink / Poly Wrap:

Yes
No

Price Quoted
per Unit: _____

Graphics Fees
Quoted (\$65/Hr.): _____

Price Quoted
Total: _____

Date Needed By: _____

* Dates that fall prior to our standard turn on CD / DVD duplication runs, that no rush fee is associated with are not guaranteed. Turn time begins upon e-mailed customer approval of digital artwork and master proofs. Actual disc duplication begins upon receipt of payment. Duplication turns are 2-3 business days.

Payment Information:

We do not accept personal checks or purchase orders without clearing it before sending the order in.

Printed Business Check *Credit Card* *PayPal*

Credit Card Type: *Visa* *MasterCard* *Discover* *American Express*

Credit Card Number: _____

Expiration Date (MM/YY): _____

V. Code: _____

In order to process your credit card the 3 to 4 digit number located on the signature line of your card is needed to verify ownership.

Billing Address:

(Street/City/Zip)

Name on Card:

PayPal E-mail Address:

(We will send a payment request to this e-mail address)

Please Read and Sign:

I have listed my order according to what I require and understand that the approval phases of the production process will not begin until full payment is received. All items are custom and cannot be restocked and all sales are final. If payment is to be made via credit card, I authorize S & J CD Duplication, Inc. to bill my credit card. I also realize that mistakes made, because no indication was made on my order form are not the responsibility of S & J CD Duplication, Inc. In other words if you do not request it, chances are you will not get it.

Authorized Signature

This must be signed

Shipping

If you have not secured your shipping quote please use the pricing below. These prices are for USPS Media Mail Shipping. This takes between 1 - 7 days to deliver. The closer you are to us the faster it will be delivered to you.

Media Mail Shipping Costs:

Bulk CDs/DVDs: 100 - \$10, 200 - \$12.00, 300 - \$17, 500 - \$25

CDs/DVDs in standard jewel cases: 100 - \$18, 200 - \$25, 500 - \$70

CDs/DVDs in slim line jewel cases: 100 - \$15, 200 - \$20, 500 - \$60

CDs/DVDs in amaray cases: 50 - \$15, 100 - \$18, 500 - \$90

CDs/DVDs in paper sleeves: 100 - \$10, 200 - \$15, 300 - \$20, 500 - \$30

Please note that if you do not include a FedEx or UPS account these charges will be added. Express shipping and rates are available by request only. Please plan to ship your product accordingly.

Select Only One Option Below Please

Business Shipping Address:

Ship to Business: Yes No

Company Name:

Ship Attention To:

Street Address:

Suite / Unit Number:

City, State Zip Code:

Telephone Number:

Residential Shipping Address:

Ship to Residence: Yes No

Ship Attention To:

Street Address:

Suite / Unit Number:

City, State Zip Code:

Telephone Number:

Package Insurance:

It is recommended that you insure all packages for damage or loss. These fees are \$.50 for every \$100.00 in value shipped. (example \$1000.00 in product = 1000/100 = 10. 10 x \$.50 = \$5.00 for 100% package protection). If a package is damaged or lost in shipping we will only be able to claim the amount that you insured your package for. The claim money is used to replace your goods.

**** Insure My Packages:** Yes No

We are very serious about meeting your turn times and producing your discs correctly. Please check below.

ITEM	Please Check Off	
2 CD-R/DVD-R masters submitted on the best quality media, burned at lowest speed possible. Master packaged in soft packaging to prevent scratches.		
Art Files In Acceptable PC/Mac Format on Acceptable Media (CD-R or Flash drive)		
Is the master an audio disc?	Yes	No
Does it have CD Text for track/artist information?	Yes	No
Will The Order Be Uploaded?	Yes	No
Any e-mails confirming pricing or order description printed out and attached.		

Ordering Terms Agreement
Please read and sign below.

* S & J CD Duplication, Inc. 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 or value of goods deemed defective. No product is replaced, or credit given, more that thirty (30) days after the clients' receipt of the product. Shipments sent back or returned to the client on the account of S & J CD Duplication, Inc. will be sent via UPS ground only. S & J CD Duplication, Inc. will not be held liable for damages or errors occurring as a result of the shipping company whether it be the shipment itself or components of the product.

* Do not send any data that has not been backed-up. S & J CD Duplication, Inc. will not be held responsible for lost or damaged data. Software piracy is a federal offense. We will not perform any Illegal duplication.

* If an order is cancelled, the customer is responsible for any art or manufacturing charges incurred while in production. All materials submitted to S & J CD Duplication, Inc. remain the property of the customer, but masters and artwork are kept on file for the ease of reordering and for piracy concerns. Master returns must be in writing and shipping will be charged accordingly.

* Masters are kept on file for 3 years past the date of the last order for the ease of reorders. If you would like your master returned to you in that time frame, please let us know. The shipping cost to return your master is \$5.00.

Authorized Signature