



Triple Disc

CD Duplication and Multimedia Production

DVD-5 & DVD-9 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-OrderTD#: _____ 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:

Company/ Group: _____
Primary Contact Name: _____
Address: _____

Ship To: (PO Box address is not acceptable)

Artwork proofs will be sent to this address unless you request otherwise.

Company/ Group: _____
Contact Name: _____
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.

DVD Replication (Quantities 300 and above) 3 Color imprint standard.
DVD Duplication (Quantities under 300) Black on silver imprint Standard.

Quantity: _____

Please choose one:

- DVD-R 4.7GB (Quantities under 300)
- DVD-5 4.7GB
- DVD-9 9.7GB
- Other

Number of Colors on DVD (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 5.3% sales tax. Please attach a copy of your Triple Disc quote if applicable.

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:

Amaray Case:	Shrink-wrap	No Seal	Top Spine	Other: _____
Jewel Box Options:	Black Tray	Clear Tray	Top Spine*	Other: _____
Slimline Jewel Box Options:	Black Tray	Clear Tray	Other: _____	
Double Slimline 2 CD Options:	Black Tray	Clear Tray	Top Spine*	Other: _____

*Topspine stickers are only available on orders 500 and above.

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

Amaray Folders:	4/1	or	4/4	Amaray Stapled Booklets:	4/1	or	4/4
2 Panel Folder w/ Traycard				8 Page Book w/ Traycard			
4 Panel Folder w/ Traycard				12 Page Book w/ Traycard			
6 Panel Folder w/ Traycard				16 Page Book w/ Traycard			
8 Panel Folder w/ Traycard				24 Page Book w/ Traycard			
Other: _____				32 Page Book w/ Traycard			
				Other: _____			

Jewel Box Folders:	4/1	or	4/4	Jewel Box Stapled Booklets:	4/1	or	4/4
2 Panel Folder w/ Traycard				8 Page Book w/ Traycard			
4 Panel Folder w/ Traycard				12 Page Book w/ Traycard			
6 Panel Folder w/ Traycard				16 Page Book w/ Traycard			
8 Panel Folder w/ Traycard				24 Page Book w/ Traycard			
Other: _____				32 Page Book w/ Traycard			
				Other: _____			

Other Packaging options such as Digipaks are available.
Please contact a Triple Disc sales associate for more details.

540-899-3981 or sales@tripldisc.com

11827 Main Street Fredericksburg, VA 22408
Voice: (800) 414-7564 • Fax: (540) 373-3902

www.tripldisc.com

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 _____

11827 Main Street Fredericksburg, VA 22408
Voice: (800) 414-7564 • Fax: (540) 373-3902
www.tripledisc.com

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 a 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 FORM

DVD & CD-ROM Intellectual Property Rights (IPR) Form

PART NUMBER (INTERNAL USE ONLY)

Customer Information

* All required fields are bold

Acct. Manager/Sales Person :

To be filled in by the Replicator

Customer Name :

Please enter your first and last name (required)

Artist/Band Name :

Please enter your artist or band name (optional)

Project Title :

Please enter your project title (required)

Company/Label Name :

Please enter your company or label name (optional)

Email Address :

Please enter your email address (required)

Phone Number :

Please enter your phone number w/ area code (required) [ex. 555-555-5555]

Distribution Information

How You Plan To Distribute Your Discs: Within an organization Retail Sale Free to public Other
 Countries Where You Plan To Distribute Your Discs: United States Canada Other

Project Information

Project Type (CD-ROM, DVD-ROM, DVD-Video)

I understand that if I am not the owner of all the intellectual property rights for the entire contents on this disc, to include the music synched with the video and any supplied artwork, I am required to purchase licensing from the owner or owners of the intellectual property rights of the content. This includes any sampled recordings regardless of type, quantity, and length.

CD-ROM /DVD-ROM/USB Content Information

If your project contains any software, freeware and shareware products please list them in the area below if applicable. Please submit licensing for all non-owned software. Some shareware and freeware products require distribution licensing. Consult the software vendor for what is necessary.

DVD Video Information

If your DVD Video project, if applicable, has any music playing as background music or is being performed and sung by people in the video (synchronized with the video) please fill out the below information in the order the music is heard in the video. Synchronization Licensing is REQUIRED for any music synched into your video production. *If authoring studio is using music from a purchased music publisher's library list the information below.*

ARTIST / MUSIC PUBLISHER LIBRARY	TRACK / DISC #	TRACK TITLE / NAME	PUBLIC DOMAIN	OWN	LICENSED
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE ATTACH ADDITIONAL FORMS FOR MORE TRACKS AS NEEDED

I affirm that all information provided herein is true and that all disc contents indicated as being **licensed** are properly licensed for replication under the terms of the original rights holder with proof of such licensing and/or trademark authorization attached. I affirm that I am the intellectual property rights owner for all contents indicated as being **owned** and approve of replication.

I, _____ (name) on _____ (date), have read and agree to the terms above.
 By checking this box, I am certifying that I am authorized to sign this agreement. I affirm that my agreement here constitutes an electronic signature and that this signature meets any and all requirements for an original signature and is legally binding in all respects.