

# CD-ROM Order Form

Please complete, sign and send this form along with your master, artwork and deposit. Also attach a completed Audio Master Log Sheet and all licensing documents.

Corporate Office:  
9430 Topanga Canyon Blvd., Suite 201  
Chatsworth, CA 91311  
800-746-9868

**CD duplication**  
**4 less.com**<sup>®</sup>  
More than a great price.

<div style="background-color: #f0f0f0; padding: 2px; border: 1px solid black;"><b>1 BILLING INFORMATION</b></div> <p>Customer Name: _____</p> <p>Company or Band: _____</p> <p>Address: _____</p> <p>_____</p> <p>City: _____ State: _____ Zip Code: _____</p> <p>Country: _____ Province: _____</p> <p>Phone (day) _____ Phone (eve) _____</p> <p>Fax: _____</p> <p>E-mail: _____</p> <p><b>SHIP TO ADDRESS</b> (If different than Billing Information) <b>No PO Boxes</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>City: _____ State: _____ Zip Code: _____</p> <p>Country: _____ Province: _____</p>	<div style="background-color: #f0f0f0; padding: 2px; border: 1px solid black;"><b>2 PAYMENT METHOD</b></div> <p>Standard payment terms are 50% deposit in advance with balance due prior to shipping your order. <i>(Sorry, no CODs)</i></p> <p><input type="checkbox"/> American Express    <input type="checkbox"/> Discover    <input type="checkbox"/> Master Card    <input type="checkbox"/> Visa    <input type="checkbox"/> Money Order</p> <p><input type="checkbox"/> Cash    <input type="checkbox"/> Check <i>(Personal checks must clear our bank before production can begin. Certified funds are required for final payment.)</i></p> <p>Card Number: _____ Check Digit: _____</p> <p>Name on Card: _____ Expiration: _____</p> <p>Signature: _____</p> <p><b>CREDIT CARD STATEMENT ADDRESS</b> (If different than Billing Information)</p> <p>Address: _____</p> <p>_____</p> <p>City: _____ State: _____ Zip Code: _____</p> <p>Country: _____ Province: _____</p> <div style="background-color: #e0e0e0; padding: 2px; border: 1px solid black;"><b>FOR OFFICE USE ONLY</b></div> <p>SO#: _____</p> <p>Date: _____ Auth# _____ Date: _____ Auth# _____</p>
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**3 ORDER SPECIFICATIONS**

<div style="border: 2px solid orange; padding: 10px; display: inline-block;"> <p style="color: orange; font-weight: bold; margin: 0;">ORDER QUANTITY</p> <div style="border: 1px solid orange; width: 100px; height: 20px; margin: 5px 0;"></div> </div>	<p><b>CD FACE PRINT</b> <i>(Choose One)</i></p> <div style="display: flex; align-items: center;"> <div> <input type="checkbox"/> PMS Spot Colors: _____  <i>Identify Colors by Pantone # (White &amp; Black are Colors)</i> </div> </div> <div style="margin-top: 5px;"> <input type="checkbox"/> 4-color Process         </div> <div style="margin-top: 5px;"> <input type="checkbox"/> 4-color Process + White Background "donut" (5-color printing)         </div> <div style="margin-top: 5px;"> <input type="checkbox"/> 6th Color PMS: _____         </div>
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**PACKAGING** *(Choose One)*

5" Sleeve

4-Panel Wallet  
1-Pocket

6-Panel Wallet  
1-Pocket

4-Panel Wallet  
2-Pockets

V-Cut Mailer

**HOW WILL YOUR SLEEVE OR WALLET PRINT?** *(Choose One)*

1-color B&W

1-color PMS # \_\_\_\_\_

4-color Process

**DO YOU WANT YOUR SLEEVE OR WALLET SEALED?** *(Choose One)*

Shrink Wrap     Clear Wafer Label     Insert Discs Only - No Closure     NO ASSEMBLY: Bulk ship CDs separate from Sleeves or Wallets

# CD-ROM Order Form

## Page 2

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### 4 Content or Software Ownership & Copyrights

CD Title: \_\_\_\_\_

The content on this CD is: **(check all that apply)**

This CD contains the following:

- Software program(s)
- Multimedia presentation
- Enhanced CD  
(Combination of CD-ROM tracks and Audio or Video Tracks)

- Original - You or your company wrote and or designed and also own the rights to the programing and/or presentation material.
- Some or all of the content is licenced from a 3rd party. This includes any executable files such as; Adobe Acrobat Reader, MS Explorer, Navigator, PowerPoint, etc. (Include copy of license(s))
- Music, sound clips, video or other multimedia content licenced from a 3rd party. (Include copy of license(s))

If you are licencing any software from a third party (such as Adobe or Microsoft) or any music or audio (including stock music), then please attach copies of all licensing agreements you have made with each 3rd party. [Click here](#) for more information on licensing 3rd party software and content.

We abide by BIA and IRMA anti-piracy guidelines and RIAA's Good Business Practice Standards. We do check for 3rd party software and content. If your content is in doubt, your project will go on-hold. Please be prepared to back up your master with documentation.

### 5 Artwork

#### CD FACE ARTWORK

- CD Duplication 4 Less to output film from your electronic files
- You will output film and supply plate ready film

#### SLEEVE OR WALLET ARTWORK

- CD Duplication 4 Less will output film from your electronic files
- You will output film and supply plate ready film

If supplying electronic files, what program was used to create your artwork?

- Illustrator
- Quark XPress
- CorelDraw
- Other \_\_\_\_\_
- PC
- Mac

### 6 Final Details

#### ORDER COSTS

Quantity: \_\_\_\_\_ > = \_\_\_\_\_

Price: \_\_\_\_\_ > = \_\_\_\_\_

Film Costs: \_\_\_\_\_

Design Costs: \_\_\_\_\_

Rush or Other Costs: \_\_\_\_\_

Sub-Total: \_\_\_\_\_

Tax Rate: \_\_\_\_\_ % = \_\_\_\_\_  
(CA, TX, IN Shipments Only)

**Order Total:**

All orders subject to 10% over/under run, invoiced on actual quantity shipped.

Freight costs are additional and are calculated at time of shipment and added to final Invoice.

#### NOTES OR SPECIAL INSTRUCTIONS TO FACTORY (attach a separate sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### CHECKLIST Include the following:

- Signed Order Form
- Signed Copyright Form
- 3rd Party Licenses (as needed)
- Your Master
- Artwork - On Disk or Plate Ready Film
- Art Proof Sample

### 7 Signature

By signing, I declare that I am ordering the above selected items from CD Duplication 4 Less. I further declare that I have the legal right to reproduce this CD project and I agree to be bound to CD Duplication 4 Less's Terms & Conditions as stated on pages three and four. If pages three and four were not received, contact us immediately, otherwise we will rely on your receipt.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**1. ACCEPTANCE OF ORDERS**

Orders shall not be binding upon CD Duplication 4 Less “CDD4L” until accepted in writing by an authorized representative of CDD4L.

**2. DELIVERY**

- (a) Shipping dates are approximate and deliveries are subject to unavoidable delays.
- (b) CDD4L shall have the right to deliver all of the goods at one time or in installments from time to time within the time of delivery herein provided.
- (c) When delivery in installments is chosen by CDD4L, the delivery of non-conforming goods, or a default of any nature, in relation to one or more installments of this contract will not substantially impair the value of this contract as a whole and will not constitute a total breach of the contract as a whole.
- (d) When delivery in installments is chosen by CDD4L, CDD4L shall prepare an invoice showing the price of the goods shipped at the time of each shipment under this contract and the customer shall pay the amount of this invoice at the time of delivery.

**3. ACCEPTANCE OF GOODS-INSPECTION**

The goods shall be inspected by customer upon tender to customer. Failure to inspect within ten (10) days after tender shall constitute a waiver of the customer’s rights of inspection and shall be equivalent to acceptance of the goods. Customer shall pay all costs of inspection.

**4. ACCEPTANCE OF GOODS-CLAIMS****(a) DEFECT**

Customer hereby waives any right or rejection or revocation of acceptance of any claim or defense based on the quality of the goods specified here (defect) unless: (1) within ten (10) days after customer learns of the defect complained of, but in any event no longer than thirty (30) days after receipt of shipment, customer sends to CDD4L at its main office at 9430 Topanga Canyon Blvd., Suite 201, Chatsworth, California 91311, a letter by registered mail specifying the nature of the complaint and (2) within such thirty (30) days sends by parcel post or express prepaid to CDD4L’s office at the address above a sample of the goods alleged to be defective or inferior. Compliance by the customer with these conditions precedent shall not constitute an admission by CDD4L of the merits or amount of customer’s claim or defense. CUSTOMERS SOLE AND EXCLUSIVE REMEDY IN THE EVENT OF DEFECT IS EXPRESSLY LIMITED TO THE CORRECTION OF SUCH DEFECT BY CDD4L AT ITS ELECTION AND SOLE EXPENSE, EXCEPT THAT THERE SHALL BE NO OBLIGATION TO REPLACE OR REPAIR ITEMS WHICH BY THEIR NATURE ARE EXPENDABLE.

**(b) SHORTAGES**

Claims for shortage or deduction for erroneous charges must be presented within ten (10) days after receipt of the goods or they will not be allowed. No goods will be taken back and credited or replaced unless arrangements for such return have been made and approved in advance by CDD4L.

**5. DELAY IN PERFORMANCE**

No liability shall result from delay in performance or non-performance caused by circumstances beyond the control of CDD4L, including without limitation act of God, storm, fire, flood, unusually severe weather, catastrophe, war, insurrection, riot, government action, accident, strike, lockout, labor trouble, shortage, inability to obtain material, equipment or transportation or terrorist attack.

**6. OWNERSHIP AND SALE OF PROPERTY**

Materials provided by CDD4L in connection with the order shall remain CDD4L’s property. Materials provided by the customer in connection with the order will remain customer’s property. It is customer’s responsibility to insure its property. CDD4L shall not be liable for loss or damage. CDD4L reserves the right to withhold customer’s property until the full amount of all monies owed by customer to CDD4L are paid. If customer fails to pay or fails to claim its property within six (6) months, CDD4L may dispose of customer’s property in any manner CDD4L deems appropriate. CDD4L may, or on written demand of the customer when all outstanding invoices have been paid by customer, return the customer’s materials at customer’s expense. CDD4L assumes no liability for any materials left at CDD4L after one year from the date of completion of customer’s work/order.

**7. PAYMENT TERMS**

The terms of payment shall be net thirty (30) days from date of invoice. Any amount outstanding after said date shall be deemed an “amount past due.”

**8. INTEREST**

Interest shall accrue to customer on any and all past due amounts at the rate of one and one half per cent (1 ½ %) per month (18% per annum) of the amount(s) past due computed from the due date to the date of payment.

**9. TAXES**

Prices are exclusive of all government excise, sales, use, occupational, or like taxes and, therefore, are subject to an increase equal in amount to any tax CDD4L may be required to collect or pay upon the sale or delivery of the items purchased.

**10. WARRANTY AND DISCLAIMER OF WARRANTY**

CDD4L MAKES NO WARRANTY OF ANY KIND EXPRESSED OR IMPLIED AND CUSTOMER EXPRESSLY ACKNOWLEDGES THAT NO SUCH REPRESENTATIONS OR WARRANTIES HAVE BEEN MADE BY CDD4L OR ON ITS BEHALF, EXCEPT THAT THE GOODS SOLD UNDER THIS AGREEMENT SHALL BE OF THE STANDARD QUALITY OF CDD4L. Customer assumes all risk and liability resulting from the use of the goods whether used singly or in combination with other goods. CDD4L neither assumes nor authorizes any person to assume for CDD4L any liability in connection with the sale or use of the goods sold. No representation or other affirmation of fact not set forth herein, including but not limited to statements regarding capacity, suitability for use, or performance of the goods shall be or be deemed to be a warranty or representation by CDD4L for any purpose nor give rise to any liability or obligation of CDD4L, whatever.

