

# CDPDY

A DIVISION OF SUPERDIGITAL LTD.

## CD or DVD Order Form

This form is to FAX to 503-228-6819 • Email as a jpg • or send in with your order  
1150 N.W. 17th Portland OR 97209 503-228-2223

Quantity Requested:  
 Project Title:  
 Client Requested Deadline:  
 Estimated Delivery Date:  
 Artist Name:

Order# CAT#

### Billing Info

Name: Email:  
 Phone: Eve Phone: FAX:  
 Address:

Ship to above Address ? Yes  No

Ship to this Address:

Ship Ground  3 Day Air  2 Day Air  Next Day

UPS Acct # FedX Acct #

### Payment Info

Visa  Mastercard  Amex  Check  Money Order  Debit Card

This document authorizes SuperDigital Ltd. to use your credit card for payment of your order.

Name on Card:

Address statements go to:

Card number: Expiration:

Code on the back: Payment Date: Amount:

I authorize you to charge my credit card:

Shipment will be limited to cardholders payment address.

Master  CD-R  DVD  Other

Date Master in Hand Date Shipped to Plant

### Graphics Info

Are We doing your Graphic Design?  Are you supplying your Graphic Design?

### Artwork Contact:

Email: Phone:

Artwork approved: Print in Hand: Print Direct To Plant:

Print files  CD-R  ftp (compress files first!)  Other:

Type: Mac  PC

### File Name:

Type of On Disc Print: Illustrator CS3  XPDF

Are We doing your disc Design?  Are you supplying your on disc Design?

Is artwork on SD's template?  (If not, we can provide you with templates or move your artwork onto them for a charge)



If not, are they linked or embedded in the files?

My artwork is 300dpi? c (Most digital cameras do NOT shoot at this, but your images can be adjusted)

I included all fonts that are used in my artwork?

I turned fonts to outlines (Illustrator) or rasterized (Photoshop) them?  (Raster fonts are NOT preferred)

What file type can you give us? (Illustrator or Photoshop preferred)

**Or Digipak® Description:** 2 Panel  4 Panel  6 Panel  8 Panel

Clear tray  Black Tray

4/0  4/1  4/4  Spot \_\_\_\_\_

Is the artwork made on SD's templates?  (If not, we can provide you with templates or move your artwork onto them for a charge)

I included the proper amount of bleed space?

I included the images used in the artwork?

If not, are they linked or embedded in the files?

My artwork is 300dpi? c (Most digital cameras do NOT shoot at this, but your images can be adjusted)

I included all fonts that are used in my artwork?

I turned fonts to outlines (Illustrator) or rasterized (Photoshop) them?  (Raster fonts are NOT preferred)

What file type can you give us? (Illustrator or Photoshop preferred)

**Or Printed Card Packaging Description:**

Style: 4/0  4/1  4/4  Spot \_\_\_\_\_

Is the artwork made on SD's templates?  (If not, we can provide you with templates or move your artwork onto them for a charge)

I included the proper amount of bleed space?

I included the images used in the artwork?

If not, are they linked or embedded in the files?

My artwork is 300dpi?  (Most digital cameras do NOT shoot at this, but your images can be adjusted)

I included all fonts that are used in my artwork?

I turned fonts to outlines (Illustrator) or rasterized (Photoshop) them?  (Raster fonts are NOT preferred)

What file type can you give us? (Illustrator or Photoshop preferred)

**Barcode:** Yes  - please place on design No  I have one already or don't want one at all (I understand that I probably will not be able to sell my product in a retail store with out it).

For your new Barcode number Please call our Graphics at 503-228-2223

**Top Spine Label Stickers** (optional & extra cost): Qty:

Client Name:

Project Title:

Release / Cat #:

Barcode number:

**Packaging** Jewelcase  Digipak  Custom Cardsleeve

White Paper Sleeve  Black Paper Sleeve  Clamshell  Slimcase  Spindle Only

Other:

Qty to be Packaged: Plasticwrap?

**CDPD** A DIVISION OF SUPERDIGITAL LTD

1150 N.W. 17<sup>th</sup> Portland OR 97209 503-228-2223

# WHAT YOU SHOULD KNOW

## TERMS OF BUSINESS for Duplication Services

1. I have full **authority** to act on behalf of the group or artist (if other than myself) for which CDPDX/ SuperDigital Ltd. will perform duplication or other services, and I may therefore agree to these provisions on its behalf

2. I understand that a **deposit** is required for the initiation of my order. **PAYMENT** for CD, DVD and related media orders: **75% advance** in cash, certified check, money order, or major credit card. No C.O.D.'s or personal checks for shipped orders. Net 15 days O.A.C. for corporate clients. Purchase orders from institutions are accepted.

I agree:

A. No materials may be **released** until **FINAL PAYMENT** is made. Any remaining balance is due upon completion of my order.

B. Balances over 15 days are subject to a **finance charge** of 1.5% per month which I agree to pay, and that SuperDigital Ltd. is not responsible for these materials at this point.

C. In the event I **fail to pay** within 15 days from invoice completion, fail to accept delivery or pick up finished product within 15 days from invoice completion, CDPDX/SuperDigital Ltd. has the right to **dispose** of, or use any such material on hand in any way it chooses. In this case all prepared or finished materials, physical or data, etc. become property of CDPDX/SuperDigital Ltd.

D. I agree to **indemnify** CDPDX/SuperDigital Ltd., its employees & contractors as they act solely as the **manufacturer of my supplied product**. Therein CDPDX/SuperDigital Ltd. does not assume any **liability** for talent payroll, talent royalties, publisher's royalties, or for any infringement of any rights by the clients, nor does CDPDX/SuperDigital Ltd., its employees and contractors assume any responsibility and/or other costs in the recording of the program recorded.

E. Audio restoration service does not imply that we will be available as "**expert witnesses**".

F. Prices are **F.O.B. Portland, OR.**, and **shipping is via FedX Ground** unless otherwise specified.

**Shipping insurance** is added only upon direct written request by client prior to shipment.

G. Extra printed materials or masters may be **returned** with shipment of product only if requested in writing and paid for by me. **Original** artwork, masters, photos. etc. may not be returned, (so please don't send 'em.) I will supply an **exact duplicate** for manufacturing since CDPDX/SuperDigital Ltd. cannot be held liable for errors or omissions in my client-provided design, audio or data masters, my client-supplied proofs, or problems due to computer errors. I understand that by providing production masters and other materials or artwork implies that I have an exact **safety copy in another location**.

I. CDPDX/SuperDigital Ltd. reserves the right to **refuse** service. Cheerfully or otherwise.

J. **Rush** orders are subject to 50% surcharge if requested as such & turn times are not absolutely guaranteed.

K. **Advertising**: CDPDX/SuperDigital Ltd. reserves right to change prices, colors, materials, specs, & quantities mentioned in any ads without notice or obligation.

L. I agree that once I authorize design and audio or data files for replication I will be **charged** for any & all work performed, even if project is subsequently **canceled**. If a project is canceled while in process, I agree to pay for all services rendered up to that time.

M. I agree to limit CDPDX/SuperDigital Ltd.'s liability to rerun or refund (at our sole option) on the services performed, providing that the product is deemed **defective** by reason of workmanship or material.

N. I agree that **makegoods** will only be equal to the quantity of goods returned directly, and at my expense, to CDPDX/SuperDigital Ltd

O. I affirm that I have lawfully obtained all necessary **copyrights** for the reproduction of recordings, photos, album covers and/or other materials submitted, and indemnify and hold CDPDX/SuperDigital Ltd., its employees and contractors harmless for any and all liability and/or claims arising as a result of services and products provided by CDPDX/SuperDigital Ltd

P. I understand that due to normal quality control standards that my order can vary a **yield** of +/-10%. Although this is rare nowadays, it is a possibility.

Q. I agree that I will not hold CDPDX/SuperDigital Ltd its employees and contractors **liable** for any **loss or damage** to materials.

R. I agree that CDPDX/SuperDigital Ltd. makes no express or implied **warranties** as to the quality of the finished product, and that liability in connection with the work described herein shall be limited to the value of the blank media provided by the client to CDPDX/SuperDigital Ltd.

S. I agree that master media, art work, and other preparatory work created or furnished by CDPDX/SuperDigital Ltd. shall remain its exclusive **property** unless otherwise specified.

T. I agree that if final payment is not made, CDPDX/SuperDigital Ltd. may sell or **dispose** of my materials to recoup & debit owed by me herein.

U. I agree that I will not hold CDPDX/SuperDigital Ltd., its employees and contractors in any event **liable** for any incidental or consequential damages (such as loss of potential revenue) as a result of services and products provided by CDPDX/SuperDigital Ltd. due to errors on its part to client.

V. I understand that **claims for shortages or makegood** must be made within **ten days** after receipt of product and that claims for claims for damaged product must be made with the carrier at the time of delivery. Returns without CDPDX/SuperDigital Ltd.'s written authorization really will be refused.

W. I agree CDPDX/SuperDigital Ltd. is not responsible for **storage** of materials.

X. I agree that no product is replaced, or credit given, more than thirty (**30**) **days** after my receipt of the product.

Y. In the event CDPDX/SuperDigital Ltd is forced to retain an **attorney** to enforce any provisions included herein, I agree to pay SuperDigital Ltd.'s reasonable attorney's fees.

Z. I agree that **turnaround times are not guaranteed** & can fluctuate based upon the logistics of manufacturing, the unavoidable delays of subcontractors. We require receipt of all materials including CD/ DVD and print files "ready to go" (CDPDX/SuperDigital Ltd is well known for bending over backwards for meeting specified in advance estimated due dates). Delivery dates are approximate, subject to normal variations customary in the industry, & beyond the control of CDPDX/SuperDigital Ltd. Where date of shipment is specified in order & CDPDX/SuperDigital Ltd is unable to ship before the date specified, CDPDX/SuperDigital Ltd shall use its best efforts to ship as soon as possible thereafter and purchaser agrees to accept the merchandise as so shipped. CDPDX/SuperDigital Ltd disclaims all liability for delays in delivery.

Murphy's Law can make a good case for NOT scheduling any events, parties, or business until I have my product in my hands.

Please note that by signing this document you are agreeing to the terms and conditions outlined here within which are normal and customary within the industry..

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

How did you hear of us? \_\_\_\_\_

What factors prompted you to choose CDPDX?

Website  Price  Location  Newspaper  Radio Ad  Handsome staff

We care about serving you better!

**CDPDX 1150 N.W. 17<sup>th</sup> Portland OR 97209 503-228-2223**



I affirm that I have listened to the master CD or proofed the DVD  
I have supplied & verify that it is free from defects & is ready for replication, therefore  
releasing CDPDX/SuperDigital Ltd. of liability.

Signed:

Print Name:

Date:

