



**AFFORDABLE
CD-R
SOLUTIONS**

**2001 Wells Road Suite D
Orange Park, FL 32073**

Phone: 888-269-7088 Fax: 904-272-9427

Customer Order Form:

Date: _____

Customer Name: _____

Address: _____

Ship To Address: _____

UPS or FedEx Account Number: _____

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

E-Mail Address:

CD Quantity Ordered:

Monthly Special Yes ____ No ____

Packaging Description:

Bar Code: Yes ____ No ____

Shrink-Wrap (not included in most specials): Yes ____ No ____

Salesman Ordered From:

Price Quoted For Each CD:

Price Quoted Total:

Graphics Fees (\$55 per hour):

Date Needed:

* Dates that fall prior to our standard turn on replicated runs (12-14 business days) that no rush fee is associated with are not guaranteed. Turn time begins upon written customer approval of artwork. Duplicated projects (short run) turns are 1-3 business days.

Payment Information:

We Do Not Accept Personal Checks or Purchase Orders!

Certified Check: _____

Money Order: _____

Printed Business Check: _____

*We Accept Most Major Cards: **Please note Credit Card Sales incur a 3% surcharge.***

Credit Card Type: _____

Credit Card Number: _____

Credit Card Expiration Date: _____

Billable Zip Code: _____

Name On Card: _____

-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 payment is made in full. If payment is to be made via credit card, I authorize Affordable CD-R to bill my credit card in full along with any targeted overs (if necessary).

I also realize that mistakes made, because no indication was made on my order form are not the responsibility of Affordable CD-R Solutions. In other words if you do not request it, chances are you will not get it.

Signature

We are very serious about meeting our turn time deadlines. Please use the checklist below as a guide so we can complete your job as quickly as possible..

<i>Item</i>	<i>Please Check Off</i>
2 Copies of the master	
Art Files In An Acceptable PC or MAC Format on CD-R or 100 MB Zip Disc. For any questions on acceptable formats please call!	
Order Form Complete, Including Details About Packaging and printing, Date Needed, Phone Numbers We Can Reach You At <u>Any</u> Time (30 min call back ti me Acceptable)	
Any Previous E-Mails Printed Out and Attached	

For artwork specifications please call us @ 1-888-269-7088 and we will guide you through setting up your art.

Please print out any e-mails that you have received from Affordable CD-R Solutions and include in your submission, this helps us recall your information and ensures that your order will be processed as quickly as possible.

Thank You,

The Staff at Affordable CD-R Solutions