



**AFFORDABLE
CD-R
SOLUTIONS**

999 Blanding Blvd. Suite 10
Orange Park, FL 32065

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

Customer Order Form:

Date: _____

Customer Name: _____

Address: _____

UPS or FedEx Account Number: _____

How you would like your product shipped::

Ground 3 Day 2 Day Overnight Standard Overnight Priority

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

E-Mail Address:

CD Quantity Ordered:

Use Diamond Grade CD-R's Yes _____ No _____
\$.05 each additional per unit

These CD-R's are the closest match to a pressed CD, but are a CD-R. Our standard line is Taiyo Yuden silver top blue bottom and have the greatest compatability out there. This applies to full size CD-R's only.

Packaging Description: (ie... Jewel case, paper sleeve, etc.)

Bar Code: Yes _____ No _____

Shrink-Wrap: Yes _____ No _____

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: _____

V Code: _____

Please Note: In order to process your credit card the 3 to 4 digit number located on the back of your card is needed to verify ownership.

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 Aff. CDR 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. In other words if you do not request it, chances are you will not get it.

Signature

SHIPPING

All CD or DVD packages that come with the "***Shipping Included***" are contracted via UPS or Fed Ex and shipped to a business address only.

Ground Shipping Costs:

Bulk CD-R's: 100 - \$8.00, 200 - \$10, 300 - \$12, 400 - \$13, 500 - \$15

CD-R's in Standard Jewel cases \$10 per 50 count

CD-R's in Slim line jewel cases - \$13 per 100 count

CD-R's in travelers (C-Shells) - \$15 per 100, \$20 per 200

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 let us know how to ship your product accordingly.

Business Shipping Address:

Ship to Business Address? Yes _____ No _____
(please check one)

Business Name _____

Contact Person _____

Business telephone _____ - _____ - _____

Business address _____

We cannot ship to P.O. Boxes

Residential Shipping Address:

Ship to residential address? Yes _____ No _____
(please check one)

Name: _____

Telephone _____ - _____ - _____

Complete Shipping Address _____

We cannot ship to P.O. Boxes

Package Insurance:

The first \$100.00 of package insurance is covered by the shipping company we choose to ship your product. It is recommended that you insure all packages accordingly. These fees are \$.40 for every \$100.00 purchased. (example \$1000.00 in product = 10 x \$.40 = \$4.00 for 100% package Protection)

Insure my packages Yes x _____ No x _____

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 Audio Masters must be submitted on Taiyo Yuden or Mitsui CD-Rs for short run CD-R packages. All masters accepted for replicated packages.	
Art Files In Acceptable PC/Mac Format on Acceptable Media (CD-R or 100 MB PC Zip Disc or Floppy Diskette)	
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 time 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