

HOW TO ORDER

- PLEASE MAKE A COPY OF THIS ORDER ALONG WITH YOUR MATERIAL AND SEND IT TO US.
- HAVE YOUR PHOTOGRAPH, TRANSPARENCIES OR SLIDES OBTAINED.
- DO YOU HAVE ALL YOUR TEXT OR CREDITS TYPED UP?
- IF YOU PROVIDE ELECTRONIC MEDIA, PLEASE REFER TO DIGITAL FILE CHECK LIST.
- CALL ONE OF OUR REPRESENTATIVES AT: 310-473-0767 or 1.888.387.0066
- PUT YOUR PHOTO, CREDITS, DEPOSIT, AND COMPLETED ORDER FORM IN A LARGE PADDED ENVELOPE.
- SEND PACKAGE TO CAPITAL DISC PRINTING, INC. OR STOP BY PERSONALLY TO PLACE YOUR ORDER.

Capital Disc

Printing

ORDER FORM

2030 S. Westgate Ave. • Los Angeles, CA • 90025

Tel • 310 • 473 • 0767 Fax • 310 • 473 • 0787

SOLD TO:

CUSTOMER: _____ DATE: ____ / ____ / ____

CONTACT: _____

ADDRESS: _____

PHONE ____ - ____ - ____ FAX ____ - ____ - ____ EMAIL/ PG/ OTHER: _____

SHIP TO:

NAME: _____ ATTN: _____

ADDRESS: _____

PHONE ____ - ____ - ____ FAX ____ - ____ - ____ METHOD OF SHIPMENT _____

TITLE OF JOB:™ _____ **QTY.** _____ /M

<input type="radio"/> TRAYCARD		4/0	4/1	4/4	_____
<input type="radio"/> CD FOLDER	# OF PAGES	4/0	4/1	4/4	_____
<input type="radio"/> CD BOOKLET	# OF PAGES	4/0	4/1	4/4	_____
<input type="radio"/> CD POSTER FOLD	# OF PAGES	4/0	4/1	4/4	_____
<input type="radio"/> CD LABEL /PROOF	# OF COLORS	SPECS: _____			
<input type="radio"/> J-CARD / DVD INSERTS & FOLDERS	# OF PAGES	4/0	4/1	4/4	_____
<input type="radio"/> CD SLEEVES / VIDEO BOX					
<input type="radio"/> RELEASE SHEET	8.5" X 11" _____	4/0	4/1	4/4	_____
<input type="radio"/> POSTER	11 X 17 _____ 18 X 24 _____	24 X 36 _____	4/0		_____
<input type="radio"/> COMBO PACKAGE	_____				
	<input type="radio"/> UPC#	(_____)			

FILM OUTPUT FOR CD LABEL

DIGITAL COLOR PROOF

PRINTING

COMBO

10% OVER-RUN

SUB-TOTAL

TAX

SHIPPING & HANDLING

TOTAL

PAID

BALANCE

Paid By:

CHECK/MONEY ORDER#: _____

VC/MC/AE/DC#: _____ Exp. date: _____

Name as appears on card: _____ **Signature:** _____ **Date:** ____ / ____ / ____

DO YOU WANT CDP INC. TO STORE YOUR FINAL DIGITAL FILE?

- YES (TRANSFER/STORAGE FEE: \$45) NO (PLEASE PROVIDE CDP. INC. WITH YOUR OWN STORAGE MEDIA)

We have indicated all information needed to process and complete the project. There is no charge for disk review.

(IF ADDITIONAL TIME IS NEEDED TO CORRECT YOUR DIGITAL FILE THERE WILL BE HOURLY CHARGE OF \$75)