

## Project Checklist

**Master:**  CD-R  DVD-R  DLT  VHS  Portable Firewire / USB Hard Drive  Other \_\_\_\_\_ (check one)  
**Artwork Info:**  Enclosed  E-mailed  Uploaded to FTP server (check one)

**Title:** \_\_\_\_\_

**Quantity:** \_\_\_\_\_ **PO# (if available):** \_\_\_\_\_

**Media:**  CD  8cm Mini CD  50MB Business Card CD  
 (check one)  DVD-5 (2 hour)  DVD-9 (4 hour, Dual Layer)  DVD-10 (Double Sided DVD)  
 VHS (Time \_\_:\_\_)  Other: \_\_\_\_\_

**Type:**  Replication (Pressed disc)  Duplication (Burned disc)  Blank Printed Media (check one)  
 CSS copy protection (replication only)  
*additional charges apply*

**Disc Color:**  CMYK (full color)  Pantone (Spot Color) Please specify color: \_\_\_\_\_

**Disc Flood Coating:**  Silver (No white Coating) OR  White base coating (used on most CMYK printing)

**Sleeves and/or Inserts for cases:**

\_\_\_\_\_ DVD Covers (circle one) 4/0 4/1 4/4  
 \_\_\_\_\_ Paper Window Sleeves  
 \_\_\_\_\_ Clear Vinyl Sleeves  
 \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ DVD Inside Inserts  
 \_\_\_\_\_ CD Cover and Tray Card  
 \_\_\_\_\_ Card Stock Sleeve

**PANELS**

- 2 panel
- 4 panel
- 6 panel\*
- 8 panel\*

**COLOR**

- 4/0
- 4/1
- 4/4

\* please indicate type of fold needed (i.e. gatefold, half & half)

**Case:**  **CD Jewel Case:** \_\_\_\_\_ Single or \_\_\_\_\_ Double (check one)  
 \_\_\_\_\_ Black Tray or \_\_\_\_\_ Clear Tray (check one)  
 **DVD Amaray Style Case:** \_\_\_\_\_ Single or \_\_\_\_\_ Double (check one)  
 \_\_\_\_\_ Black or \_\_\_\_\_ Clear (check one)  
 **Other:** \_\_\_\_\_

**Wrap:**  Wrap  No Wrap (check one)

**Bar Code Image Generation:**

(check one)  UPC-A Barcode if needed  
 UPC Code numbers if supplying your own: \_\_\_\_\_  
 EAN (needed for Europe) – Customer must supply numbers  
 EAN Code numbers supplied: \_\_\_\_\_  
 None

**Requested Completion / Ship Date:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**\*Shipping Address:** \_\_\_\_\_

(If different than billing address)

\*Please circle if shipping address is: **Residential** or **Business**

**Shipping Mode:**

UPS:  Ground  Next day  2nd day  2nd day AM  3-day Select  
 Other: \_\_\_\_\_

Name / Signature: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_