



Please check out our FAQ that can answer MANY questions at www.recordpressing.com/faq.html

ORDERING INSTRUCTIONS

FAILIURE TO FOLLOW ALL OF THESE INSTRUCTIONS
WILL DELAY PLACING of your order

WE CANNOT START YOUR TURN-TIME WITHOUT ALL OF THESE FOMRS,
AND YOUR MASTER AUDIO, ART, PAYMENT SUBMITTED.

- Terms and Conditions , signed, dated with catalog # and title of project. A copy for each job you are submitting.
- Account Information form.
- Personal guarantee form with a witness signature.
- Proof waiver form
- Order form **COMPLETELY FILLED OUT** this includes the times of the songs and lengths.
- Artwork Submission form.
- Signed Estimate or Invoice
- Master audio source (CD-R, TAPE ETC..)
- Artwork for print (CD-R, UPLOADED ETC..)
- Payment (Down payments must be by check, money order, cashiers check, bank wire. NOT BY CREDIT CARD.**



Please check out our FAQ that can answer MANY questions at www.recordpressing.com/faq.html

FAILURE TO FOLLOW ALL OF THESE INSTRUCTIONS WILL DELAY PROCESSING of your order

DURING ORDER INSTRUCTIONS

- **REMEMEBER Your invoice needs to be fully paid prior to shipping your product.**
- **YOUR INITIAL BALANCE PAYMENT IS DUE 10 days after your order is placed (if you did not pay in full initially.)** Failure to send in payment at this time will not stop your order however may cause the timely shipping of your order to be delayed.
- **PROVIDE US A UPS account number for shipping**, if you do not have one, You will be billed for this shipping 1-3 days prior to completion of your product. You will need to make a payment immediately so we can ship your project. (This can be speeded up by providing a UPS account #, or a credit card number to charge the shipping balance you will owe.) **WE WILL NOT SHIP WITHOUT FINAL PAYMENT.**
- **TO ENSURE QUICK PROCESSING**, please provide a professionally created master audio source, and artwork ready to be processed. Any errors or changes will delay your order.
- **SHIPPING IS NOT INCLUDED IN PROJECTED TURN TIMES.** This includes time required to send anything to our facilities, or shipping to you, or your final destination. Remember that due to the nature of manufacturing, turn times can not be guaranteed.
- **SEND YOUR SHIPPING INSTRUCTIONS EARLY** to shipping@recordpressing.com Make sure to include catalog number in email subject, and send all instructions every time not just new ones. European fulfillment requires all addresses within 7 days of placing an order.



Please check out our FAQ that can answer MANY questions at
www.recordpressing.com/faq.html

FAILURE TO FOLLOW ALL OF THESE INSTRUCTIONS WILL DELAY SHIPPING of your order

FINAL PAYMENT INSTRUCTIONS

- **REMEMBER Your invoice needs to be fully paid prior to shipping your product.**

If you paid a partial down payment and did not pay your balance 10 days after placing your order, you will need to pay the balance immediately.

Recordpressing.com will send you a final invoice **1-3 days** prior to the date your project is ready to ship. (we cannot finalize invoices prior to this time)

- **The best way to ensure the quickest shipping**, is to pay the full 100% invoice up front and provide a UPS account number, or a credit card that can be charged for your shipping charges. If you can not do this, then you have **1-3 days** from receiving the final invoice to pay your final balance, if you want the quickest shipping time possible. We will not ship without final payment under any circumstances.

SHIPPING INSTRUCTIONS

- **ALL SHIPPING INSTRUCTIONS NEED TO BE EMAILED TO shipping@recordpressing.com EARLY.**
- **YOU MUST INCLUDE THE CATALOG NUMBER IN THE SUBJECT FIELD OF YOUR EMAIL** (your catalog number is also your invoice number or what you select in this order form)
- Always include all shipping instructions to all locations. **We delete all previous instructions every time you send new ones.**
- **If you are shipping in Europe** you need to email us instructions within 7 days of placing your order.(failure to do so may cause your product to be shipped to our US office, and we will not ship them back to Europe)
- We need all shipping instructions as early as possible.



Please check out our FAQ that can answer MANY questions at www.recordpressing.com/faq.html

Terms and conditions

All E-mail quotes include mastering (not pre-mastering) charges. We do not include shipping, film, or charges for additional adjustments such as art, preflight, or any additional parts or processes that are ordered on your order forms when you place your order. They will be added in final invoice. Final invoice will be sent out usually within 1-3 days prior to completion of your project. We may adjust your invoice to reflect ordered services at any time. Orders require 75% of total balance when submitted and the remainder within **10 days** after initial order is placed. **We will not ship prior to the entire balance being paid.** First time orders, and orders for products manufactured in our European facilities require 100% pre-payment. Orders under one thousand dollars require full balance upon placement of order. Orders submitted from customers outside of the United States require full balance upon ordering. We accept bank wire transfers (subject to bank wire charge), checks, cashier checks, money orders, cash, as well as other secure forms of payment. We accept VISA, MASTER CARD and AMERICAN EXPRESS (credit cards subject to a processing fee), for final invoice payments only. Customer agrees that he/she bears all financial responsibility of orders placed, and is liable for additional fees, and finance charges due to late payment, and authorizes Recordpressing.com to use any and all legal measures to collect upon outstanding balance. This includes but is not limited to charging your credit card for any amount due, at any time.

Please make all checks payable to - Recordpressing.com. All vinyl and CD's are produced at a state of the art facility and drop shipped anywhere in the world. All vinyl is made to the DMM standard unless previously determined otherwise. Mastering by our facility yields a mirror of what is contained on the customer master. **We do not make any enhancements to the recording unless previously authorized and pre-mastering is ordered.** Customer may have no right to any/all claims if third party lacquer is supplied. **Turn-around times are estimations and are not guaranteed.** Any indication of turn time is a estimation. We are not responsible for orders left over two months. Recordpressing.com reserves the right to sell off or liquidate any product in our possession to recover any outstanding balances after 60 days. After 60 days additional storage charges will apply. All cancellations are subject to a \$300 dollar fee. CD cancellations subject to a \$350 cancellation fee. All cancellations subject to cancellation fee and payment of all completed parts, at time of cancellation. Masters must be provided in CD format or may be subject to a "format transferring" fee if needed. Art work, film processing quotes, music pre-mastering, and shipping prices are estimations and will be billed in the final invoice. *Any and all submitted materials are received as is;* and (i.e. masters, art, film) will be considered to be finished product ready for manufacturing. Recordpressing.com will not make any adjustments or look for possible errors. Masters remain the property of the owner, however **are not returned**, please do not send us your only copy. All artwork must be completed to our specifications, and must be accompanied by a proof, or match print, in order to guarantee accuracy. Recordpressing.com will not be liable for printing errors if proofs are not supplied, and "printed proofs" are not ordered for approval at time of ordering. Recordpressing.com will run "printed proofs" of all graphic artwork which will require approval before final print work is completed, only if requested at an additional fee. PDF proofs are not examples for print accuracy, and are used only to catch potential errors. All Artwork **must be** completed in a Recordpressing.com template, or printing errors may occur. If Art is not submitted in our template, additional charges will apply to process your art. Any subsequent preflight of art will also be charged after the initial time. All European orders must have country of origin, and state **"manufactured by Recordpressing.com"** somewhere in artwork, if it is to be exported outside of Europe. (Us Customs may hold shipment, and additional charges may apply) (please ask for more details at the time of your order)

All runs subject to the following overage/underage/tolerance levels;

OPTICAL MEDIA PRODUCTS +/- 10%

VINYL 200-399 +/- 10%, 400-999 +/-5%, 1000 and above +/- 3%

The overage amount will be billed on your initial invoice at time of order. If the final amount shipped is less than initial amount billed, it will be credited to your account. Any credits can be used for future orders, or can be returned at your request. Final weight of vinyl may vary. Jobs will not be processed until we have received all parts, and any and all required changes have been made. Recordpressing.com will not be liable for file mix up's due to customers repeated submission of art files, or masters. This includes Recordpressing.com adjusting artwork, and adjusting the wrong customer file due to non-approval of printed proof. To make sure this does not occur we strongly recommend that customer orders some kind of proof after every change is made, and reviews it for accuracy. Customer should provide his/her own insurance coverage, as Recordpressing.com does not provide protection for client's parts in our possession. Recordpressing.com does not accept any type of consequential damages. (this includes but is not limited printing errors due to Recordpressing.com guidelines and terms not being followed, or audio errors). To avoid significant and severe loss; In the unlikely event that there a manufacturing error made, Recordpressing.com may elect to use any reasonable method to resolve such an error including but not limited to replacement of the the product, or refunding the payment made. (for example: missing barcode may have UPC stickers made at no cost to customer) Prices subject to change at any time.

Customer agrees in full confirmation to Recordpressing.com that the customer holds all rights of manufacture, author, performer, and any right necessary to manufacture and distribute the sound tracks covered by this confirmation. The customer further confirms that he/she does not violate the rights of any other qualified party. **Recordpressing.com does not sensor material**, however customer also agrees that none of the submitted materials contain racist or otherwise prejudice content. We will cancel the order and bill you for cancellation. (this is due to anti-fascism laws of the EU to which we abide). The customer bears all liability that the forgoing is correct and assumes the obligation to indemnify all qualified subjects for damages and or losses. In accordance with this confirmation, the customer agrees to provide the company register specifications or other data verifying its legal existence and if necessary, copies of contracts to verify the legal possession of necessary rights. Customer is responsible for full payment of product manufactured regardless of ability to provide legal documentation. Recordpressing.com reserves the right however to hold product until which time sufficient documentation has been provided. If such documentation should not be provided, Recordpressing.com reserves the right to destroy product after one year.

Recordpressing.com reserves the right to change these terms at anytime without notice. By placing an order or by receiving a quote online Customer agrees to all terms herein in addition to any changes or additions that may be made. Any additions or alterations to these terms will be posted to our website for public view. This contract is agreed to, entered, and will be governed by the laws in the state of California. Further it is agreed that all legal claims by either party will be brought in the California court system in the city of San Francisco.

The customer declares by signing that he/she has read, agrees to, and understands the terms of this document. This document covers all projects ordered through Recordpressing.com.

ACCOUNT and/or LABEL -
ARTIST -

DATE: -

Please print, sign and return to us for order processing.

name

date

signature



Please check out our FAQ that can answer MANY questions at www.recordpressing.com/faq.html

NEW ACCOUNT INFORMATION

If your company is based in the state of California we must receive a valid CA Resale ID Number or you are subject to sales tax. Please request the forms from your Sales Rep.

INFO	ACCOUNT NAME (DBA):	
	LABEL or Company Name(S):	
BILLING ADDRESS		SHIPPING ADDRESS
		UPS ACCOUNT #:
CONTACT INFO	NAME:	PHONE:
	TITLE:	FAX:
		EMAIL:
	NAME:	PHONE:
	TITLE:	FAX:
		EMAIL:
ACCOUNTING INFO	<input type="checkbox"/> PERSONAL CHECKING ACCOUNT <input type="checkbox"/> BUSINESS CHECKING ACCOUNT <input type="checkbox"/> CASH (MONEY ORDERS / CASHIERS CHECK) <input type="checkbox"/> Bank Wire	
	THIS SECTION IS FOR TERMS ONLY	
	ACCOUNTING CONTACT:	BANK ACCOUNT NAME:
	PHONE NUMBER:	ADDRESS:
	FAX NUMBER:	CONTACT :
	EMAIL:	PHONE #:
EIN NUMBER (FEIN):	ACCOUNT #:	
	(have you filled out bank release form?)	



Please check out our FAQ that can answer MANY questions at www.recordpressing.com/faq.html

PERSONAL GUARANTEE FORM

In consideration of Recordpressing.com, 475 Haight street, San Francisco, CA 94117 (hereinafter "SELLER") selling merchandise to: (_____)

Located at: (_____),

and/or its affiliates or related businesses (hereinafter "BUYER") and for other goods and valuable consideration, receipt of which is hereby acknowledged, the undersigned (hereinafter "GUARANTOR") assumes personal liability and is the personal guarantor for the obligations of the BUYER.

This is a continuing guaranty by GUARANTOR for as long as BUYER is indebted to SELLER and shall remain in effect until all debts of BUYER are satisfied or until SELLER releases the GUARANTOR in writing.

The GUARANTOR hereby waives demand for payment, notice of non-payment, notice of dishonor, or notice of acceptance of this guarantee.

This PERSONAL GUARANTEE shall, in all respects, be governed by the laws of California.

In addition to the principal sums owed by BUYER and personally guaranteed by GUARANTOR the GUARANTOR shall be liable for all costs in connection with the enforcement of this guarantee, including, but not limited to, attorney's fees.

GUARANTOR'S SIGNATURE	PRINT GUARANTOR'S NAME
DATE:	
Home Address:	
Home Tel:	
WITNESS'S SIGNATURE	PRINT WITNESS'S NAME
DATE:	
Home Address:	
Home Tel:	



Please check out our FAQ that can answer MANY questions at www.recordpressing.com/faq.html

Intellectual Property Rights (IPR) Form

To be submitted with every order.

Rev. 10-22-02
APCP-12

- **Letters of Indemnity are not adequate.**
- **LICENSED content requires proof of licensing for replication.**
- **OWNED content indicates the individual/organization completing this form is the IPR owner.**
- **Must be completed by the organization soliciting replication and not a broker or intermediary.**

Customer #(if known): _____

Selection #(if known): _____

Album/Project Title: _____

Distribution: Within an organization___ Retail___ Free to public___ Other_____

Countries Where Distributed: US ___ Canada___ Other _____

1. Are you the IPR owner of the entire disc contents, including all software products, recorded audio tracks, and video content? ___ YES ___ NO

2. CD-ROM / DVD-ROM Content

REQUIRED: If not IPR owner, list below all included non-owned software, freeware, and shareware

products. Attach necessary distribution licensing from the IPR owner.

Some shareware and freeware

products require distribution licensing. Consult the software vendor for what is necessary.

Included Software Products:

3. CD / DVD Audio Content (including MP3 files)

REQUIRED: 1. Attach list containing title, artist, and **IPR** owner of each recorded track

2. If not **IPR** owner, provide proof of replication licensing for the recorded tracks

3. If sampling/mixing from additional recordings that are not owned (regardless of type, quantity, and length), provide proof of licensing for those original recordings

Artist(s) _____ Content/Music Type _____

Are you the IPR owner of all song writing / publishing rights? ___ YES ___ NO*

*If NO, have you secured or are you actively pursuing those song writing rights? ___ YES ___ NO

4. CD / DVD Video Content

REQUIRED: 1. If not **IPR** owner, provide proof of replication licensing from **IPR** owner.

2. If Audio is separately licensed, provide necessary A/V Synchronization licensing.

I affirm that all information provided herein is true and that all disc contents indicated as being "licensed" are properly licensed for replication under the terms of the original rights holder(s) with proof of such licensing and/or trademark authorization attached. I affirm that I am the intellectual property rights owner for all contents indicated as being "owned" and approve of replication. I agree to abide by the current version of the Anti-Piracy Compliance Program procedures and standards of the International Recording Media Association (available at www.recordingmedia.org). The replicator reserves the right to refuse the processing of any order not complying with the Anti-Piracy Compliance Program guidelines.

Print Organization Name & Telephone # of Party Soliciting Order _____

Signature of Representative from Party Soliciting Order _____

Print Name, Title, & Date _____



Please check out our FAQ that can answer MANY questions at www.recordpressing.com/faq.html

COMPACT DISC / DVD ORDER FORM

INFO	ARTIST:	CATALOG NUMBER: this is usually the initials of your company followed by the number release ie.. Acme Records first release would be AR001:	
	TITLE:	QUANTITY:	
	LABEL:		
NOTES			
MASTERING	MASTER SOURCE:		
	ENGINEERING NOTES:		
TRACK LISTING	NOTE: TRACK LISTING SHOULD BE EXACTLY THE SAME AS ON MASTER SOURCE. FOR DVD, INDICATE MENU AND CHAPTERS		
	TRACK NUMBER	TITLE	LENGTH
	TRACK 1		
	TRACK 2		
	TRACK 3		
	TRACK 4		
	TRACK 5		
	TRACK 6		
	TRACK 7		
	TRACK 8		
	TRACK 9		
	TRACK 10		
	TRACK 11		
	TRACK 12		
	TRACK 13		
	TRACK 14		
	TRACK 15		
	TRACK 16		
TRACK 17			
		TOTAL	

Please check out our FAQ that can answer MANY questions at
www.recordpressing.com/faq.html

ON-BODYPRINTING	<input type="checkbox"/> NONE <input type="checkbox"/> 1 OR 2 PMS COLOR(S) <input type="checkbox"/> 3 TO 5 PMS COLOR(S) <input type="checkbox"/> CMYK (4 COLOR) <input type="checkbox"/> CMYK + WHITE BASSCOAT <small>(if you have white in your image)</small> <input type="checkbox"/> OFFSET PRINTING (HIGHER QUALITY 5 COLOR ONLY)	PACKAGING	BASIC <input type="checkbox"/> NONE (ON SPINDLE) <input type="checkbox"/> PAPER SLEEVE <input type="checkbox"/> CLAMSHELL <input type="checkbox"/> PAPER SLEEVE WITH WINDOW <input type="checkbox"/> TYVEC SLEEVE <input type="checkbox"/> JEWEL CASE <input type="checkbox"/> SLIMLINE <input type="checkbox"/> DOUBLE SLIMLINE <input type="checkbox"/> AMARAY CASE (Classic DVD case) <input type="checkbox"/> FOUR PANEL W/FOAM CD RETAINER <input type="checkbox"/> BIZ CARD CD W FOAM RETAINER <input type="checkbox"/> BIZ CARD CD W DIE CUT SLIT CARDBOARD SLEEVES <input type="checkbox"/> 5" CARDBOARD SLEEVE <input type="checkbox"/> 4/0 <input type="checkbox"/> NO PRINTING <input type="checkbox"/> 4 PANEL 4/0 FOLDING POCKET <input type="checkbox"/> SINGLE POCKET <input type="checkbox"/> DOUBLE POCKET <input type="checkbox"/> INSERT SLEEVE(one side cd, one side insert pocket) MAILERS <input type="checkbox"/> SINGLE CD CD MAILER <input type="checkbox"/> 4 PANEL POCKET MAILER <input type="checkbox"/> 4 PANEL SINGLE POCKET MAILER <input type="checkbox"/> SINGLE CD ROMVELOPE DIGIPAK <input type="checkbox"/> 4 PANEL DIGIPACK <input type="checkbox"/> 6 PANEL DIGIPACK <input type="checkbox"/> 8 PANEL DIGIPACK <input type="checkbox"/> Reverse board print on Digipack. <input type="checkbox"/> OTHER _____
INSERTS	<input type="checkbox"/> NONE <input type="checkbox"/> 2 PAGE / PANEL <small>(PANEL AND PAGES ARE THE SAME)</small> <input type="checkbox"/> 4 PAGE / PANEL <input type="checkbox"/> 6 PAGE / PANEL <input type="checkbox"/> 6 PAGE / PANEL <input type="checkbox"/> 8 PAGE / PANEL <input type="checkbox"/> 8 PAGE / PANEL <input type="checkbox"/> 8 PAGE / PANEL <input type="checkbox"/> 12 PAGE / PANEL <input type="checkbox"/> OTHER _____ <input type="checkbox"/> 4/1 (color on everything but the inside of book) <input type="checkbox"/> 4/4 (color on all pages) <input type="checkbox"/> FOLDED <input type="checkbox"/> STAPLED	INLAY CARD/WRAP	<input type="checkbox"/> NONE <input type="checkbox"/> ONE-SIDED (BLACK TRAY) <input type="checkbox"/> TWO SIDED (CLEAR TRAY) <input type="checkbox"/> ONE-SIDED WHITE TRAY <input type="checkbox"/> DVD WRAP (for DVD) 4/0
GRAPHIC ARTS / FILM	<input type="checkbox"/> ALL FILM SUPPLIED BY CUSTOMER <input type="checkbox"/> FILM TO BE CREATED BY RECORDPRESSING.COM <input type="checkbox"/> DIRECT TO PLATE FILMLESS PROCESS <small>(MUST BE SUBMITTED TO PRE-FLIGHT STANDARDS OR MAY INCURR ADDITIONAL CHARGES. PLEASE INQUIRE ABOUT PRE-FLIGHT SPECS. THIS IS A DIFFICULT PROCESS AND REQUIRES A PROFESSIONAL GRAPHIC ARTIST TO COMPLETE PROPERLY.)</small> NOTE: WHEN SUPPLYING GRAPHIC ARTS OR FILM ALL PARTS MUST CONFORM EXACTLY RECORDPRESSING.COM'S ART AND TECHNICAL SPECIFICATIONS (GRAPHIC GUIDELINES) OR A SERVICE CHARGE MAY BE APPLIED FOR CORRECTION. WE RECOMEND THAT YOU CONSULT A PROFESSIONAL GRAPHIC ARTIST WITH PRE-PRESS EXPERIENCE.	EXTRAS	<input type="checkbox"/> POLY-WRAP <input type="checkbox"/> TOP SPINE PRINTING <input type="checkbox"/> UPC BARCODE (SEE ART SPECS)

CUSTOMER DECLARES THAT ALL PARTS SUBMITTED ARE IN WORKING ORDER AND CONFORM TO RECORDPRESSING.COM ART AND TECHNICAL SPECIFICATIONS (GRAPHIC GUIDELINES) CUSTOMER HERBY STATES THAT THEY HAVE CHECKED WITH RECORDPRESSING.COM DIRECTLY OR THE WEBSITE FOR ANY ADDITIONS OR CHANGES TO THE TERMS AND CONDITIONS.

SIGNATURE



Please check out our FAQ that can answer MANY questions at www.recordpressing.com/faq.html

PROOF WAIVER

PLEASE CIRCLE ONE

I WANT A PROOF (make sure you have a proof listed on your invoice / or estimate)

I DON'T WANT A PROOF (SIGN AND FILL OUT RELEASE BELOW)

PROOF WAIVER

RELEASE TO PROCEED

This waiver only applies if you do not order a proof / match print / or combination.

Date: _____

Recordpressing.com, cannot be held responsible for color and/or size and/or text re-flow if a client does not want a print proof made. PDF digital proof files are not examples of these proofs.

Recordpressing.com, cannot be held responsible for color if a client does not return print or digital proof made.

The authorized signature below is Recordpressing.com's authorization to proceed with the job without making print or digital proof. or receiving the print or digital proof back.

We appreciate your cooperation.
Thank You

Please sign and fax back to (415) 738-7905 to begin your order.

Job Title _____

Catalog # _____

Company _____

Authorized signature _____

Please Print Name _____



Please check out our FAQ that can answer MANY questions at
www.recordpressing.com/faq.html

Graphic Guidelines

(((VERY IMPORTANT TO FOLLOW CLOSELY)))
This is where 90% of errors occur in your project.

Please follow the following format and arrangement specs for the best service. Incomplete or illegible files will result in production delays, and possibly poor presentation of final product. We require that **all graphic arts be received in a recordpressing.com template. While we will do an initial file check for you, any changes after the initial check will be billed, so please follow instructions. Your turn-time does not begin until all parts are received.**

File formats

It is necessary for all files received by Recordpressing.com to be presented in a high quality file formats such as **EPS, and TIFF. GIF and JPEG formats are not acceptable.** Due to this specification, it is necessary for all files delivered to recordpressing.com to be art files saved as Adobe Illustrator, or EPS with **all text converted to outlines, and all images embedded. NOT PHOTOSHOP.** This will ensure that your artwork will be uploaded in its complete state for prepress/print production.

All files should be submitted on a CD-R or Zip Disk or sent to us via FTP or through our website (please contact us for more information). If you do send via FTP, You MUST EMAIL help@recordpressing.com to notify us or it will sit there unnoticed. WE DO NOT ACCEPT EMAILED FILES.

Colors

All used colors should be in the model **CMYK** or direct (spot) colors must correspond to the **Pantone scale (PMS). DO NOT USE RGB EVER!** All direct (spot) color must be specified within the area provided for spot colors. Files that include mixed colors, renamed Pantone colors or RGB 'new color' are not usable. Please note that due to differences in label and jacket paper stock, matching label colors to jacket colors or CD faces is difficult and we strongly suggest using spot colors to accomplish the closest match.

Please fill out the form below, indicating all file names and what they are used for. Please ignore the line marked "output resolution" and below for each file.

FILM (if required)

If you are sending film, for your CD print-work, We require all Film to be 150 LPI Negatives Emulsion side down except when for the CD face (actual cd) which is no higher than 120 LPI film Positive Emulsion side up. Also include a mockup of the final project, and color-key or match print when possible to avoid potential problems. Recordpressing.com will create film for your job, at an additional charge, if needed. Most jobs are now processed filmless please inquire if you need additional details.



Please check out our FAQ that can answer MANY questions at
www.recordpressing.com/faq.html

Artwork Submission Form

File 1 File Name:

Usage:

(what is it for specifically this means indicate
the page number or side of label etc..)

Number of pages:

Colors per page: 1 2 3 4 (full color) 5(additional color) 6(additional color)

Spot Colors if any:

(specify the name):

Additional instructions:

How are we getting this from you FTP EMAIL(very small files only) DISK CD-R

File 2 File Name:

Usage:

(what is it for specifically this means indicate
the page number or side of label etc..)

Number of pages:

Colors per page: 1 2 3 4 (full color) 5(additional color) 6(additional color)

Spot Colors if any:

(specify the name):

Additional instructions:

How are we getting this from you FTP EMAIL(very small files only) DISK CD-R

File 3 File Name:

Usage:

(what is it for specifically this means indicate
the page number or side of label etc..)

Number of pages:

Colors per page: 1 2 3 4 (full color) 5(additional color) 6(additional color)

6(additional color)

Spot Colors if any:

(specify the name):

Additional instructions:

How are we getting this from you FTP EMAIL(very small files only) DISK CD-R

File 4 File Name:

Usage:

(what is it for specifically this means indicate
the page number or side of label etc..)

Number of pages:

Colors per page: 1 2 3 4 (full color) 5(additional color) 6(additional color)

Spot Colors:

(specify the name):

Additional instructions:

How are we getting this from you FTP EMAIL(very small files only) DISK CD-R



Please check out our FAQ that can answer MANY questions at
www.recordpressing.com/faq.html

FOR CALIFORNIA TAX EXEMPT CLIENTS ONLY
MUST BE ACCOMPANIED BY COPY OF RESALE CERTIFICATE
or we will charge tax

CALIFORNIA RESALE CERTIFICATE

(NAME OF PURCHASER)

(ADDRESS OF PURCHASER)

I HERBY CERTIFY: That I hold valid seller's permit No. _____
issued pursuant to the Sales and Use Tax Law; that I am engaged in the business of selling

; that the tangible personal property described herein which I shall purchase from RECORDPRESSING.COM will
be resold by me in the form of tangible personal property; provided, however, that in the event any of such
property is used for any purpose other than retention, demonstration, or display while holding for sale in the
regular course of business, it is understood that I am required by the Sales and Use Tax Law to report and pay
tax, measured by the purchase price of such property or other authorized amount.

Description of property to be purchased: _____.

Date: _____

(SIGNATURE OF PURCHASER OR AUTHORIZED AGENT)

(TITLE)