

DVD-IT ORDER START CHECKLIST



Please be advised - We need the following forms to start your order:

- 1.) Order Start Checklist below with billing and other contact information. Please fill-in and send the Order Start Checklist below back via email scan, fax or enclose with master.
2.) IPR form attached. (Intellectual Property Rights - required by US Govnt. - Anti-piracy form)
3.) T&C form attached. (Terms and Conditions - required by DVD-IT)
4.) Credit Card Authorization form attached.
a. Forms required by fax, email or enclose with master - DVD-IT fax: 866.467.3145

1) BILLING CONTACT INFORMATION (Each field is required. If the field is not applicable to you or your company, please write "n/a").

BILL TO:

SHIP TO:

Company Name: _____

Company Name: _____

Contact: _____

Contact: _____

Street Address: _____

Street Address: _____

/ Dept / Floor: _____
(P.O. Box not acceptable for billing address)

(Attach a separate sheet for multiple destinations. Include, quantity allocation per destination & shipping instructions).

City, State, Zip: _____

Primary Phone: _____

Ship Contact Phone: _____

Cell Phone: _____

Ship Contact Email: _____

Email: _____

Ship Contact Fax : _____

Fax : _____

REQUIRED: SHIP METHOD

Ground _____ 2nd Day _____ 3Day Express _____
Overnight Standard _____ Overnight Priority _____

Alternate Contact: _____

Alternate Phone: _____

Alternate Email: _____

Check All That Apply:

- ___ This Address is a Business
___ This Address is a Residence
___ There is a Loading Dock at This Address

GRAPHICS CONTACT:

TECHNICAL CONTACT (DVD / CD)

Name: _____

Phone: _____

Email: _____

2) CA State Sales Tax Status -

- a) Tax Status: [] Taxable [] Tax Exempt (choose below and attach legal documentation):
[] Resale (enclose certificate/#) [] Government/Military [] Charity [] Other: _____

3) SCHEDULE

- a) Master Arrival Date (date we can expect the master): _____
b) Art Arrival Date (date art will be ftp'd or delivered): _____
c) Requested Completion/Delivery Date: _____



4) SHIPPING INSTRUCTIONS (all customers, please complete)

Via: Freight (pallet and poly-wrapped) * Fedex/UPS/DHL Customer Pickup TBD

* I understand this delivery method does not meet DVD-IT's shipping & handling standards (see DVD-IT's Terms & Conditions, attached) and, therefore, agree to waive DVD-IT's liability should product damage occur in transit.

To: Business Address w/Loading Dock Business Address w/No Loading Dock Residential Address

Insurance: Request Additional Carrier-Provided Insurance Declared Value: \$ _____

*Dub-It's insurance does not cover damage incurred during shipping. Carrier liability is limited unless you declare a specific value.

Special Handling/Delivery Instructions: _____

5) ADDITIONAL INSTRUCTIONS

Here is our pre-written graphic submission info.

Please forward this template link and graphic submission specs next to your graphic designer.

NOTE: UPC Bar Code

We offer UPC Bar Code assignment and integration into your custom packaging art layout. Please inform your salesperson that you need a UPC Bar Code upon order start.

Short Version - Graphic Submission Specs: Please forward to your Graphic Designer

This is a quick version that covers the four most common submission specs that cause the layout to be sent back to the designer.

GRAPHIC SUBMISSION SPECS

- 1) **Resolution: 300 dpi minimum resolution. Start the file as 300 dpi – Please do not up-rez.**
- 2) **Bleed: 1/8" Bleed required on interior and exterior diameters – Including disc faces.**
- 3) **ALL type must be OUTLINED or RENDERED.**
 - a) If submitted as InDesign or Illustrator, select and 'outline' all type.
 - b) If submitted as Photoshop, 'render' all type at 600dpi.
- 4) **CMYK mode required to allow separations. RGB mode files will be returned.**
- 5) **Template: Required in separate layer from all art.**
 - a) Please download templates from <http://www.dub-it.com/templates/>
 - a) Sometimes the template file extension has to be renamed to .eps after download.
 - b) Open Program first, THEN "Place" the template in InDesign or Illustrator (or "Open" in Photoshop). Remember to keep the template at 100%.
 - c) **DO NOT PLACE ANY ART IN THE TEMPLATE LAYER.** Create or copy the art to a layer under the template.