

NAC CD DUPLICATION ORDER FORM

Projects will not be started until all Documents, Artwork, Audio and Payment are received

NOTE: PLEASE USE ADOBE ACROBAT OR READER TO FILL OUT THIS FORM. IF YOU USE ANY OTHER APPLICATION, ESPECIALLY PREVIEW ON A MAC, **EXPORT** A PDF OR JPEG RATHER THAN SIMPLY SAVING THE FORM TO PRESERVE THE DATA YOU'VE ENTERED.

CUSTOMER INFORMATION

Company / Label Name _____ Date order placed _____
Contact Name _____ NAC Customer ID# _____
Phone _____ Quantity _____ New Master Reorder
Email _____

PROJECT INFORMATION

Customer's Catalog ID#: _____
Artist _____
Project Title _____
Customer Purchase Order# _____

MASTER

Customer's Original Master Format:
 Upload Optical Disc (CD/DVD)
 Open Reel Tape Other: _____
Duplication Ready Audio? Yes No
Total Time: _____ (Tracks: _____)
Mastering Required? Yes No

TEST DISC

Sample Disc Required: Yes No
Send Sample Disc To: Billing address
 Shipping address
Send Sample Disc Via: USPS 1st class mail
 Other: _____

(One printed digital sample disc available prior to production for \$25 plus tax and shipping.)

NAC INTERNAL USE ONLY

LOCATION: _____ DATE MASTERED: _____
TEST DISC: Yes No #COPIES _____
DISC TYPE: _____
RUNTIME: _____
AUDIO ENGINEER: _____
NOTES: _____

MEDIA

MEDIA TYPE: CD DVD
DISC PRINTING: Digital (Standard for orders under 500)
 Silkscreen (Optional for orders more than 250) Number Of Spot Colors _____
 Offset (Optional for orders more than 250) CMYK Plus White One Spot Color

Design Applied To Disc Surface

None
 Full-Color Printing
 Black Printing

PACKAGING

None (Discs delivered on spindle)
JEWEL CASE PACKAGE BUNDLES:
 One Panel Insert in Jewel Case (Includes disc, trayliner and 1 panel insert)
 Two Panel Insert in Jewel Case (Includes disc, trayliner and 2 panel insert)
 Three Panel Insert in Jewel Case (Includes disc, trayliner and 3 panel insert)
 Eight Page Booklet in Jewel Case (Includes disc, trayliner and 8 page booklet)
 Twelve Page Booklet in Jewel Case (Includes disc, trayliner and 12 page booklet)

CD WITH PRINTED BOARD PACKAGE BUNDLES:

Five Inch Cardboard Sleeve (Includes disc and printed sleeve)
 Four Panel Cardboard Wallet (Includes disc and folding wallet)
 Six Panel Cardboard Wallet (Includes disc and tri-fold wallet)
 Four Panel Digipak (Includes disc and single-fold Digipak)
 Six Panel Digipak (Includes disc and tri-fold Digipak)

WRAP:

None
 Shrinkwrap Individually
 Other: _____

OTHER PACKAGE ELEMENTS

None Customer Supplied Item _____ Premastering (with CD text)

Barcode

COMMENTS

BILL TO

Name: _____
Attn: _____
Address: _____
City _____
State _____ Zip/Postal Code: _____
Country _____

SHIPPING

Return Master to: Billing Shipping Hold at NAC
Blind Shipment: Yes No (If YES, no reference to NAC will be on any package or paperwork)
UPS (Preferred): UPS-GROUND UPS-3 DAY UPS-2 DAY UPS-NEXT DAY
UPS ACCT#: _____
FEDEX: (On customer account # only) FEDEX-GROUND FEDEX-2 DAY FEDEX-NEXT DAY
FEDEX ACCT#: _____
OTHER: USPS-PRIORITY MEDIA MAIL NAC will not replace or refund any lost or damaged mdse. sent within the US via USPS.

SHIP TO

Name: _____
Attn: _____
Address: _____
City _____
State _____ Zip/Postal Code: _____
Country _____

PAYMENT

To streamline the payment process and keep our customers' credit card information more secure, National Audio will send you an invoice / sales order with your total for this project.
You may pay online with a major credit card using the secure link provided at the bottom of the invoice.
If you wish to receive the invoice through a different email than the address listed above, list it here.
Email _____

Submit this form to National Audio with the completed IPR Form, Tracklist, and your Audio and Artwork files.



National Audio Company

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