

## Replication Order Form [Form #2002]

### 1. Contact Information:

#### Main Contact Information:

Contact Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Proof to Email: \_\_\_\_\_

#### Ship to Information if different:

Contact Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2. Order Information:

**Check your quote carefully and verify it is correct before sending this order in. If the quote is incorrect please call your account representative to get an accurate quote before sending in your order.**

Title of Project: \_\_\_\_\_  
Account Rep.: \_\_\_\_\_ Quote/Order #: \_\_\_\_\_  
Requested Delivery Date: \_\_\_\_\_ Quantity: \_\_\_\_\_

*The Requested Delivery Date above is the latest date you wish to have your project in hand by.  
Standard packages require 7-10 business days for completion. Complete packages require 10-14 business days for completion. Ordering a physical art and/or content proof is an additional fee and may add 2-3 business days to your order. Express Service is available.*

Order Description: \_\_\_\_\_  
\_\_\_\_\_

### 3. Payment:

We require all projects to be prepaid. Checks or certified funds are required methods. Orders will not be shipped unless payment is received in full.

Please send in your Check or PO and note the number below

Check # \_\_\_\_\_ P.O. # \_\_\_\_\_ (physical copy required)  
**-Purchase Orders are allowed for pre-approved terms customers only.**  
(i.e. Public Schools, State Colleges/Universities and State, Local or Federal governments.)

### 4. Authorization

I have read and agree to the US Digital Media terms and conditions on [www.cdrom2go.com/terms](http://www.cdrom2go.com/terms) .

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

## Intellectual Property Rights (IPR) Form: Part 1

To be submitted with all Replication orders.

- 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.

Album/Project Title \_\_\_\_\_

Distribution:      Within an organization      Retail      Free to Public      Other \_\_\_\_\_

Countries Where Distributed: \_\_\_\_\_

### Are you the IPR owner for the entire disc contents?

**YES:** Sign below and submit this page with Replication order form.

**NO:** Complete [IPR FORM PART 2 \(www.cdrom2go.com/forms/IPR-FORM.pdf\)](http://www.cdrom2go.com/forms/IPR-FORM.pdf) sign below and submit both pages with Replication order form.

*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 and standards. 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 \_\_\_\_\_