

Change Order Form Form #3002

Please check with your sales rep before submitting this form to ensure that the changes can be made, and to find out what the charges will be (if applicable).

Contact Name: _____ Order #: _____
Phone: _____ Order/Quote #: _____
E-Mail: _____ Sales Rep.: _____

Change Information – (Please check the box below for the change(s) to be made to your order)

<input type="checkbox"/> Change to art on CD/DVD face	<input type="checkbox"/> Change to master	<input type="checkbox"/> Change quantity to _____
<input type="checkbox"/> Change to art on printed materials	<input type="checkbox"/> Change shipping method or address	<input type="checkbox"/> USDM will be developing
<input type="checkbox"/> Other – (Please describe below)		

Payment – My sales rep has informed me that the charge to make the changes is \$_____ and I agree to pay for the changes by -

Check (the check must be received before we ship your order)

Credit Card

Credit Card Bill to Address:

Card # _____ Expires _____
Name on Card _____ Signature _____

Credit Card CCV Code - Please note that a USDM Representative will be calling for the 3 or 4-digit credit card security code. For your protection, do not write it on this form.

Shipping – (Complete this section only if you are changing your shipping address or method)

Requested shipping method:

Ship to Address:

- Ground
- 3 Day
- 2 Day
- Overnight Saver (by end of day)
- Overnight Next Day Air (by 10:30)
- Customer Pick Up

Authorization – (Please read and sign below)

US Digital Media attempts to complete all orders as quickly as possible, therefore part of your order may have already been completed at the time you requested to make a change to your order. You are responsible for all charges incurred up to the point that USDM was notified in writing to put a hold on your order due to intended changes. By signing below you authorize USDM to bill you for all additional charges incurred by changing your order. This form is an addition to the original order form you submitted, and by signing below you agree to be bound by these terms as well as the terms of service in the original order form.

Signature _____

Date _____