

## CD/DVD Duplication REORDER Form

[Form #2003]

[www.CDROM2GO.com](http://www.CDROM2GO.com)  
[www.PremiumUSB.com](http://www.PremiumUSB.com)

**IMPORTANT: THIS FORM IS FOR DUPLICATION REORDERS ONLY. THE ONLY CHANGE FROM YOUR LAST ORDER THAT IS ACCEPTABLE WITH THIS FORM IS QUANTITY AND SHIPPING INFORMATION. ANY OTHER CHANGES WILL REQUIRE YOU TO USE FORM #2001 DUPLICATION ORDER FORM.**

### 1. Order Information:

**LAST ORDER #** \_\_\_\_\_

*(Most recent order number)*

Title of Project: _____	
Account Rep.: _____	Current Quote #: _____
Requested Delivery Date: _____	Quantity: _____
The date above is the latest you wish to have your project in hand by. All duplication projects require standard 3-5 business days to complete.  <b>*NOTE: If shipping method will not meet the requested delivery date, then the shipping method will need to be expedited in order for requested delivery date to be met. Additional fees may apply.</b>	<b>Requested shipping method*</b>
	Ground Customer Pick Up
	3-day
	2-day
	Overnight Saver (by end of day)
	Overnight Next Day Air (by 10:30)

### 2. Email Proof:

An email proof for artwork verification must be sent and approved to begin production of your order.

Email Proof to this address: \_\_\_\_\_

**3. Payment:** USDM requires all projects to be prepaid. Checks or certified funds are required methods. Orders will not be shipped unless payment is received in full.

**Purchase Orders are allowed for pre-approved terms customers only.** (i.e. Public Schools, State Colleges/Universities and State, Local or Federal governments.)

**P.O. #** \_\_\_\_\_ **Check #** \_\_\_\_\_

### Credit Card Payment –

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

**Credit Card Bill to Address:**

Card # \_\_\_\_\_ Expires \_\_\_\_\_

Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

### 4. Ship to address:

I would like to ship to the same ship to address from my original order

I would like to ship to a different address from my original order: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Order Ship to Address (street address, city, state, zip)

### 5. Authorization:

I agree to be bound by the US Digital Media Inc. terms from my previous order # \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_