

## CD MANUFACTURING REQUIREMENTS

Digitally CD is committed to deliver the highest quality audio/multimedia disc products and best services, on-time delivery at exceptional low prices. Our goal is the total customer satisfaction. In order to keep our prices down, we have eliminated credit, therefore all orders must accompany a 75% deposit and the balance C.O.D. by money order or cashiers check only, or prepaid before shipping. For orders outside the United States, we require full payment with your order by International money order, or Direct Bank Deposit (no CODs).

All Credit Card payments will have 2.75% surcharge added to final balance.

Order form/purchase order signed, specifying: disk title, order quantity, label ink colors, packaging instructions, shipping addresses) and instructions.

Indemnification agreement with authorized signatures).

Label film which conforms to applicable CD label specification/screen print.

Data and/or audio input which conforms to applicable CD data input specification or CD audio master source specification.

Customer supplied printed packaging materials. Please provide 10% more than quantity of discs ordered. Jewel case inserts must conform to applicable CD inlay card and booklet specifications. Printed material must arrive the same day as source.

All customer supplied materials must be accompanied by a packing list that includes the following information: Customer name, CD title, Digitally CD work order No. or customer selection No. description of contents (i.e., input media, label film, booklets, inlay cards, etc.), quantity of each item, total number of cartons shipped. Failure to enclose a complete packing list may result in a handling charge and/or order delay.

Cancellation of orders in process will incur charges according to the stage of completion at the time cancellation.

Digitally CD will not manufacture orders containing material Digitally CD considers to be obscene, libelous or otherwise unlawful, including material which may be construed as pornographic or an invasion of privacy or a violation of the personal or proprietary rights of an individual. If during processing, Digitally CD discovers said material, Digitally CD will not complete the job. Digitally CD will return any/all customers material and will bill the customer for time and materials used to that point. If a completed order is subsequently discovered to contain said materials, Digitally CD will pursue all available legal remedies to protect itself and recover from the customer any damages, losses or charges suffered by Digitally CD.

Digitally CD reserves the right to change prices, colors, materials, specifications, and quantities mentioned in any advertising without prior notice or obligation.