

## WHAT WE NEED FROM YOU

### IF YOU ARE ORDERING RAW CDs:

CD Label Film - Film positive, 100 to 120 line screen, emulsion up, right reading. Clearly mark color on each film (PMS colors).

Master Format - CD, CD-R (recommended), 1630, or 8mm. ( Masters submitted on DAT must be mastered to CD-R. There is a flat fee of \$85 for this service).

### IF YOU ARE ORDERING PACKAGED CDs:

We'll need all of the above plus your printed materials (CD booklets & Inlay cards).

### IF WE ARE DOING THE PRINTING FOR YOU:

Booklet & Inlay Card Films - Film negatives, 150 line screen, emulsion down & right reading.

## FORMATS

Templates are available in the following formats:

Quark XPress: Macintosh or Windows

Adobe Illustrator: Macintosh or Windows

Adobe Pagemaker: Macintosh or Windows

Encapsulater Postscript (.eps): Macintosh or Windows - Use eps for InDesign (Mac only), or Freehand. May also use for unsupported programs such as InDesign (PC), Corel Draw, Microsoft Publisher, etc., if you are outputting your own film.

### ADDITIONAL REQUIREMENTS:

Price Quote: Obtain a quote & send a copy with your order.

Order Form: Please fill out completely & sign.

Indemnification Agreement: Please read & sign.

Deposit: 75% with your order & the balance C.O.D. by money order or cashier's check, or prepaid before shipping. For orders outside of the United States, we require full payment with your order by wire transfer, or International money order (no C.O.D.)

\*\*\* To obtain forms; from our web site, simply download & print. If you can't print the forms, e-mail, call, or fax us. We'll be more than happy to fax or mail you the forms.

\*\*\* To prevent damaging your materials when shipping your master & films, package them carefully. Use a FedEx Pack ; Place your films in soft protective tissue paper put them in an envelope. Place the envelope between two sheets of cardboard & tape them & bubble wrap. Place it in an oversized envelope from FedEx Pack, together with your master & order forms (place your master CD or CD-R in a jewel box).

Put everything in a FedEx large box & mail .

\*\*\* Digitally CD cannot accept responsibility for the content or quality of the master tape or disc you send us. We urge you to listen to your tape or disc in its entirety before sending it to us.

\*\*\* Make a copy - It is suggested that a safety copy of the master is made before shipment. Never send "the only copy".