

NAC CD DUPLICATION ORDER FORM

Projects will not be started until all Documents, Artwork, Audio and Payment are received

NOTE:

PLEASE USE ADOBE ACROBAT OR READER TO FILL OUT THIS FORM. IF YOU USE ANY OTHER APPLICATION, ESPECIALLY PREVIEW ON A MAC, **EXPORT** A PDF OR JPEG RATHER THAN SIMPLY SAVING THE FORM TO PRESERVE THE DATA YOU'VE ENTERED.

CUSTOMER INFORMATION

Company / Label Name _____
Contact Name _____
Phone _____
Email _____

Date order placed _____
NAC Customer ID# _____
Quantity _____ ☐ New Master ☐ Reorder

Customer's Catalog ID#: _____
Artist _____
Project Title _____
Customer Purchase Order# _____

MASTER

Customer's Original Master Format:
☐ Upload ☐ Optical Disc (CD/DVD)
☐ Open Reel Tape ☐ Other: _____
Duplication Ready Audio? ☐ Yes ☐ No
Total Time: _____ (Tracks: _____)
Mastering Required? ☐ Yes ☐ No

TEST DISC

Sample Disc Required: ☐ Yes ☐ No
Send Sample Disc To: ☐ Billing address
☐ Shipping address
Send Sample Disc Via: ☐ USPS 1st class mail
☐ Other: _____

(One printed digital sample disc available prior to production for \$25 plus tax and shipping.)

NAC INTERNAL USE ONLY

LOCATION: _____ DATE MASTERED: _____
TEST DISC: ☐ Yes ☐ No #COPIES _____
DISC TYPE: _____
RUNTIME: _____
AUDIO ENGINEER: _____
NOTES: _____

MEDIA

MEDIA TYPE: ☐ CD ☐ DVD
DISC PRINTING: ☐ Digital (Standard for orders under 500)
☐ Silkscreen (Optional for orders more than 250) Number Of Spot Colors _____
☐ Offset (Optional for orders more than 250) ☐ CMYK ☐ Plus White ☐ One Spot Color

Design Applied To Disc Surface

☐ None
☐ Full-Color Printing
☐ Black Printing

PACKAGING

☐ None (Discs delivered on spindle)
JEWEL CASE PACKAGE BUNDLES:
☐ One Panel Insert in Jewel Case (Includes disc, trayliner and 1 panel insert)
☐ Two Panel Insert in Jewel Case (Includes disc, trayliner and 2 panel insert)
☐ Three Panel Insert in Jewel Case (Includes disc, trayliner and 3 panel insert)
☐ Eight Page Booklet in Jewel Case (Includes disc, trayliner and 8 page booklet)
☐ Twelve Page Booklet in Jewel Case (Includes disc, trayliner and 12 page booklet)

CD WITH PRINTED BOARD PACKAGE BUNDLES:

☐ Five Inch Cardboard Sleeve (Includes disc and printed sleeve)
☐ Four Panel Cardboard Wallet (Includes disc and folding wallet)
☐ Six Panel Cardboard Wallet (Includes disc and tri-fold wallet)
☐ Four Panel Digipak (Includes disc and single-fold Digipak)
☐ Six Panel Digipak (Includes disc and tri-fold Digipak)

WRAP:

☐ None
☐ Shrinkwrap Individually
☐ Other: _____

OTHER PACKAGE ELEMENTS

☐ None ☐ Customer Supplied Item _____

☐ Premastering (with CD text)
☐ Barcode

COMMENTS

BILL TO

Name: _____
Attn: _____
Address: _____
City _____
State _____ Zip/Postal Code: _____
Country _____

SHIPPING

Return Master to: ☐ Billing ☐ Shipping ☐ Hold at NAC
Blind Shipment: ☐ Yes ☐ No (If YES, no reference to NAC will be on any package or paperwork)
UPS (Preferred): ☐ UPS-GROUND ☐ UPS-3 DAY ☐ UPS-2 DAY ☐ UPS-NEXT DAY
UPS ACCT#: _____
FEDEX: (On customer account # only) ☐ FEDEX-GROUND ☐ FEDEX-2 DAY ☐ FEDEX-NEXT DAY
FEDEX ACCT#: _____
OTHER: ☐ USPS-PRIORITY

SHIP TO

Name: _____
Attn: _____
Address: _____
City _____
State _____ Zip/Postal Code: _____
Country _____

PAYMENT

To streamline the payment process and keep our customers' credit card information more secure, National Audio will send you an invoice / sales order with your total for this project.
You may pay online with a major credit card using the secure link provided at the bottom of the invoice.
If you wish to receive the invoice through a different email than the address listed above, list it here.
Email _____

Submit this form to National Audio with the completed IPR Form, Tracklist, and your Audio and Artwork files.



National Audio Company

P.O. Box 7100, Springfield, MO. 65801
phone 417-863-1925

www.nationalaudiocompany.com ▪ jkemna@nactape.com