



Compact Disc Replication Order Form

BILLING INFO:

Customer Name: _____
 Band/Company Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: Day: (____) _____ - _____ Night: (____) _____ - _____

Payment Method: Cash Money Order Check # _____
 Visa MasterCard Discover American Express
 Card Number: _____
 Exp. Date: _____ Signature: _____
 Name on Card: _____

PROJECT INFO:

TITLE/ARTIST: _____ **RELEASE NUMBER:** _____

QTY.* _____

PACKAGING - choose one

- Jewel Cases Tyvek Envelope w/ Window Tyvek Envelope No Window Tyvek Sleeve
 Bulk Paper Envelope w/ Window Paper Envelope No Window Paper Sleeve
 Other:

INSERTS - choose one option in each row

- Side Door Studio Design (Gold Pkg.) Client Design (Silver Pkg.)† Client Supplied Inserts † None
 2 Page 4 Page Folder 6 Page Folder 8 Page Folder 8 Page Book 12 Page Book
 Full Color Outside Outside/Black & White Inside (4/1) Full Color Both Sides (4/4) B&W Only (1/1)

* All orders are subject to ±10% over/under-run for quality control purposes.
 † Client supplied graphics or printwork not to specification will incur additional charges.

PACKAGE PRICE: _____

OPTIONS - pick 'em if you want 'em

4/4 Inserts - \$207.00 _____

Add'l Colors On Disc - \$20 each _____

TOTAL: * _____

DEPOSIT: _____

CHECKLIST - don't forget this stuff, we won't start your job 'til we got it all

- Audio Master** CD-R DAT Other: _____
- Graphics** Photos Credits Copyright/Contact Info Lyrics or client supplied layout
- Paperwork** Audio Track Listing or ROM Content Licensing Information IPR Terms & Conditions

Please add any additional instructions regarding audio editing, graphics layout or delivery here:

 Authorized Signature

 Date

 Print Name

 Title

Terms & Conditions *(a.k.a.: The Fine Print)*

INTELLECTUAL PROPERTY

The rules of the International Recording Media Association's (IRMA) Anti-Piracy Compliance Program are observed, protecting the rights of copyright owners. The customer represents and warrants that he/she is either the owner of all rights in respect to the master recording and all related materials submitted for replication or has paid all appropriate fees to the owner(s). Nothing submitted for replication may violate any propriety rights of any person, including without limitation, trademarks or copyrights.

The customer must provide proper documentation for any material licensed for replication.

Customer agrees to indemnify, defend, protect and hold harmless Side Door Studio and its affiliates and employees (collectively, "indemnified parties") against any liabilities, losses, claims, damages, punitive damages, causes of action, lawsuits, administrative proceedings (including interest from the date of such damages), and costs and expenses (including without limitation reasonable attorney's fees and disbursements of every kind, nature, and description) (collectively, "damages") suffered, sustained, incurred, or paid by the indemnified parties in connection with, resulting from, or arising out of, directly or indirectly (i) any claim, demand, proceeding, or lawsuit by a third party based on any assertion that the services provided to the customer under this agreement breaches the patent, copyright, trademark, trade secret, or other proprietary right of such third party and (ii) any breach of any representation or warranty of the customer set forth in this agreement or the Content Ownership Disclosure, Purchase Order or any document in connection herewith.

BILLING

Prices are F.O.B. Side Door Studio (Newark DE) and subject to change without notice.

All orders require a 50% deposit with the order, the balance is due prior to shipment (no C.O.D.'s). For your convenience, Side Door Studio accepts cash, check, money order, Visa, MasterCard, Discover and American Express. Payments made by personal check must clear prior to work being done or delivery of product. Please do not mail cash.

Past due invoices are subject to a 2% monthly finance charge. All fees and costs in connection with collection of overdue payments are the customer's responsibility.

All orders are subject to a ±10% over/under-run for quality control purposes. You will only be billed for quantities delivered.

DELIVERY

Delivery times are estimates. Side Door Studio disclaims liabilities for unforeseen delays in delivery dates during production or shipping.

Your order will be delayed if you have failed to enclose all necessary materials (master, artwork, deposit, signed documentation, etc.) Work will not begin on your job until all materials have been recieved.

A minimum warehouse fee of \$50 per month will be levied for completed product's left on Side Door Studio's premises. If customer fails to pay or take delivery of products within 90 days of completion date, Side Door Studio has the right to sell, dispose of, or use in any manner as seen fit. Customer's property stored on Side Door Studio's premises is not insured and is stored strictly at the customer's risk.

GUARANTEE

Side Door Studio guarantees the client's satisfaction with art and audio proofs. If Side Door Studio cannot satisfy the client, we will refund the entire deposit amount if client wants to cancel the project. Once the proofs are approved we will charge for all work performed, even if the project is subsequently canceled.

Side Door Studio reserves the right to refuse any order.

Side Door Studio limits liability to rerun or refund (at our sole option) on the services performed and product delivered, provided that the product is deemed defective by reason of workmanship or materials. Side Door Studio disclaims all liability for any consequential damage or losses, under any theory, for defects in material or workmanship. Reruns will be prorated based on the quantity of goods returned to Side Door Studio.

No product is replaced, or credit given, more than sixty (60) days after client's receipt of product.

Client assumes all responsibility for quality of printed materials created from client supplied electronic files.

Client: _____

Signature: _____

Project Title: _____

Date: _____

