



Shipping Address:
 1950 Old Gallows Road
 Suite 201
 Vienna, Virginia 22182

Order Form

888.790.8227 / 703.790.0098 (fax)
 www.spectraphotovideo.com
 info@spectraphotovideo.com

CD / DVD Duplication

INSTRUCTIONS: Type directly in this form and print - or - print the form and handwrite the information in the specified boxes.

Please feel free to call us if you need assistance completing this form or with shipping your material to us.

Date:

Name:

Company:

Address:

City/State/Zip:

Phone:

Email:

CD/DVD Duplication

	Qty.	Price	Total
<input type="checkbox"/> CD or <input type="checkbox"/> DVD Master Setup (\$25/Master):	<input type="text"/> x \$25	=	<input type="text"/>
Total Copies:	<input type="text"/> x <input type="text"/>	=	<input type="text"/>

<input type="checkbox"/> CD or <input type="checkbox"/> DVD Master Setup (\$25/Master):	<input type="text"/> x \$25	=	<input type="text"/>
Total Copies:	<input type="text"/> x <input type="text"/>	=	<input type="text"/>

CD/DVD Packaging

<input type="checkbox"/> Slim Jewel Case (\$0.40)	<input type="checkbox"/> Paper Sleeve (\$0.20)	<input type="checkbox"/> c-Shell Case (\$0.50)	
<input type="checkbox"/> Standard Jewel Case (\$0.50)	<input type="checkbox"/> Safe Box - White (\$0.75)	<input type="checkbox"/> Safe Box - Black (\$0.75):	<input type="text"/> x <input type="text"/> = <input type="text"/>

Labels

Custom Label - Setup Charge (minimum \$25): x =

<input type="checkbox"/> Black/White (\$0.25)	<input type="checkbox"/> Color (\$0.40)	<input type="checkbox"/> Full-Color (\$0.80): (>50% coverage)	<input type="text"/> x <input type="text"/> = <input type="text"/>
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Custom Sleeve Insert - Setup Charge (minimum \$25): x =

Slim Jewel Case Insert: x \$1.25 =
Please call for a "Custom Packaging" Quote

Client provides all necessary graphics cropped and in JPEG format. Set-up charge will depend on the level of work needed to create the label or jewel case insert requested by the client.



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Additional Services Requested

	Qty.	Price	Total
Other <input type="text"/>	<input type="text"/>	x <input type="text"/>	= <input type="text"/>
Other <input type="text"/>	<input type="text"/>	x <input type="text"/>	= <input type="text"/>
Other <input type="text"/>	<input type="text"/>	x <input type="text"/>	= <input type="text"/>
Other <input type="text"/>	<input type="text"/>	x <input type="text"/>	= <input type="text"/>
Other <input type="text"/>	<input type="text"/>	x <input type="text"/>	= <input type="text"/>
Other <input type="text"/>	<input type="text"/>	x <input type="text"/>	= <input type="text"/>

Order Total

Subtotal:

Sales Tax - VA Residents (only) - 5%:

Shipping & Handling:
(minimum charge: \$9.95 - see box on the left)

TOTAL:

Shipping is based on the size and weight of the materials submitted and requested turnaround time.

Please estimate 15% of the total order for ground shipping.

Payment (Full payment is due at time of order submission)

- Check (include with this order form - there is up to a two week order delay while the check clears)
- Money Order (include with this order form)
- Visa/Master Card/American Express/Discover

Credit Card Number:

Expiration Date:

Billing Zip Code:

Comments

- Minimum charge(s) apply. Please see current price list for the minimum charge(s) applicable to your job
- Average Delivery time 4-5 business days (3-4 weeks for Film Transfer).
- Actual Price will be determined after work is completed and will be based on actual film and/or video length.
- Customer is authorized to re-produce the material(s) being worked on and/or has obtained appropriate authorization for copyrighted material submitted to Spectra for duplication or conversion.

Limit of Liability

Your material is handled with the utmost care and confidentiality. Submitting any film, print, slide, video tape, VCD or DVD to our firm for transfer or other handling constitutes an AGREEMENT by you that any damages or loss by our firm will only entitle you to replacement with a like amount of unexposed film, slides, video tape, VCD or DVD. Except for such replacement the acceptance of the material is without other warranty or liability, and recovery for incidental or sequential damages is excluded.

Customer's Signature _____