



Order Requirements

Purchase Orders should include the following:

1. Purchase Order must be done on company letterhead. If company letterhead is not available please list company name, address, phone and contact.
2. Purchase Orders must have a number system or letter system for reference.
3. **Purchase Orders (new orders and re-orders)** must have the following information:
 - Title of the Job or a Part Number
 - If it is a CD-Audio, CD-Rom, Enhanced CD, 80mm CD, CDR DVD 5, DVD 9 or DVD 10
 - If the disc is enhanced or if it has a type of encryption (Macrovision, CSS, SafeDisc, Securom). If it is encrypted it must list the type of encryption.
 - Quantity to be replicated.
 - Quantity of unders/overs accepted. For printed material, industry standard is typically 10% overs/unders; for optical disc industry standard is 5% overs/unders. If you require other tolerances please contact your Sales Representative.
 - Type of Print required on your optical disc (i.e. screen print or offset). If possible please list the PMS colors required and if a white flood or clear coat is needed. We also need the email address of person to which the PDF should be sent.
 - Detailed description of packaging required for the job. For example: if you ordering a jewel case, we need to know the tray color and the specific case if a multiple disc case is required.
 - If the printed material needs to be ordered by OEM please detail the specifications (# of pages, # of colors, any special colors, and paper/board stock). If the printed material will be

customer provided, please indicate the vendor supplying it, the date OEM will have receipt and the specifications.

- Breakdown of pricing, additional up charges and total cost.
 - Shipping information and Date product is required to ship. What Carrier (i.e. UPS, Fed X, and Truck) and account number that should be used. If product needs to ship blind please indicate such on the purchase order.
 - Any other pertinent information required for the job (i.e. IRG band information, Carton Label information, spine label information etc.)
4. If CHANGES are made to a job that result in increasing cost, changes in packaging, shipping or quantity a revised Purchase Order should be sent to your account manager. Note that the changes must be clearly noted on the purchase order and the purchase order must be marked "REVISED." Please contact your Account Manager to confirm the impact on the scheduled ship date before changing order details.
 5. Please make sure to send the PO directly to your Account Manager via fax or e-mail.

Masters

1. Masters should be labeled with the corresponding title and/or part number on the purchase order
2. For identification purposes and to ensure that artwork is clearly separated from masters, masters should contain one of the following words/phrases:
 - Gold Master
 - Master
 - Source
 - Content
3. If your project is a multi disc set, each disc # within the set should be clearly indicated on the master.
4. Type of encryption must be clearly listed on the master.