



## BUSINESS CARD CD ROM ORDER FORM

The following information must be completed and submitted with your order. We **cannot** process your order until we have received this form.

NEW RELEASE <input type="checkbox"/>	DATE _____
REORDER <input type="checkbox"/>	BALL MEDIA REPRESENTATIVE _____
PROJECT TITLE _____	GROUP / ARTIST _____
CATALOG / P.O NUMBER _____	Assigned internally if one is not provided

### Customer Information

<b>BILL TO:</b>	<b>SHIP TO:</b> (PO Box Address not acceptable)
Company / Group: _____	Contact Name: _____
Contact: _____	Telephone Number: _____
Address: _____	Street Address: _____
Telephone: _____	City: _____
Fax: _____	Province / State: _____
Email Address: _____	Postal / Zip Code: _____
Website: _____	Federal ID / SSN: _____

\*For US Customers only, or for product that is being shipped from Canada to customers in the USA.

### PAYMENT TERMS

Credit Card <input type="checkbox"/>	Credit Card Authorization Form must be completed
Money Order <input type="checkbox"/>	
Certified Check <input type="checkbox"/>	
Pre Arranged Terms <input type="checkbox"/>	

### Replication Information

Quantity being replicated \_\_\_\_\_ Master to arrive at Ball Media on: \_\_\_\_\_

**Capacity Req'd**  40mb  50mb  60mb  80mb  100mb  
 ( please check one )

180mb ( 3" mini cd )

### Packaging Information

This order is to be packaged in one of the following:

Bulk / Spindle  clear vinyl sleeve  OTHER - please specify \_\_\_\_\_

SPECIAL INSTRUCTIONS \_\_\_\_\_

### Compact Disc Label Art

Please check appropriate box  
 \*Please note that White is considered a color

1 color <input type="checkbox"/>
2 color <input type="checkbox"/>
3 color <input type="checkbox"/>
4 color <input type="checkbox"/>
4 color process ( cmyk ) <input type="checkbox"/>
5 color process (cmyk + white flood) <input type="checkbox"/>

Ball Media to output label films from supplied files <input type="checkbox"/>
Customer to supply label films to Ball Media specs <input type="checkbox"/>
Graphic Design and Set up required <input type="checkbox"/>

### Shipping Instructions

I would like to have my product shipped in the following way:

Reg. Ground Delivery  3-5 Business Days

Other, please indicate \_\_\_\_\_

Account # \_\_\_\_\_

Shipper \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Customer acknowledges that by signing this Order Form, he/she has read and accepts Ball Media's standard Terms and Conditions.