



DISCMASTERS

ORDER FORM

PHONE: 716-777-3472 FAX: 630-365-3355
7N140 Nancy Lane, St. Charles, IL 60175

INSTRUCTIONS:

1. Print and Complete Form
2. Sign Where Indicated
3. Submit by Email or Fax

SEND TO:

Accounting Department
 Email: service@discmasters.com
 Fax: (630) 365-3355

TERMS:

- Customer maintains 100% legal ownership of of their intellectual copyright material
- All sales are final once work begins any refund in part or full and/or replacements issued at the sole descretion of DiscMasters

Customer Name / Company Name _____

Email: _____

Cell Phone (or best alternate contact phone #) _____

Confirmation Number (found on your email quote) _____

DELIVERY ADDRESS (Where You Want Your Discs Delivered To)

STREET _____

CITY _____

STATE _____ ZIP _____

**DATE NEEDED BY
(IF APPLICABLE)**

- PREFERRED DELIVERY METHOD**
- GROUND
 2 DAY
 NEXT DAY

NOTE: If shipping to multiple locations, please check here and we will contact you.

PAY BY: CREDIT CARD PAYPAL CASHIER CHECK/MONEY ORDER COMPANY CHECK

IF PAYING BY PAYPAL: Simply email payment to: payments@discmasters.com

IF PAYING BY CREDIT CARD:

CARD HOLDER NAME _____

CARD NUMBER _____

EXPIRATION DATE ____/____/____ VID CODE _____ (3 or 4 digit code on back of card)

CREDIT CARD BILLING ADDRESS:

STREET _____

CITY _____

STATE _____ ZIP _____

**AMOUNT TO
CHARGE CARD**

\$ _____

SIGNATURE:

DATE:

Please fax to 630-365-3355 -or- Email to service@discmasters.com

Your completion of this form helps us to protect you, our valued customers, from credit card fraud. DiscMasters will keep all information entered on this form strictly confidential.



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ART MATERIAL UPLOAD INSTRUCTIONS:

STEP #1: On your computer please create a folder called: ARTWORK-CONFIRMATION# (example: if your confirmation number was 100903501, then you would simply make the folder name = ARTWORK-100903501)

IMPORTANT: It is important that you include your CONFIRMATION # in the actual name of your folder exactly as it is listed above, failing to do so may cause delays.

- Please place any photos/images you want to use, your text liner notes (thank you's and general text information you'd like to incorporate) inside your Design Files folder.
- ALSO include a separate text file called: INSTRUCTIONS and place the instructions inside your Design Files folder as well.
- Your INSTRUCTIONS sheet should include your general ideas for the look & feel (the theme). The instructions can be specific or general in nature. Basically we need you to list out what you want, so our design team can complete this for you. **EXAMPLE HINT:** You can also list out an example cover like: I really like the look of "MADONNA's Ray of Light" release. And our design team can then proceed on a similar style for you.

STEP #2: Once you have everything inside the Design Files folder, then please .zip the folder (so you can upload it to us easily). Here are the .zip instructions:

Windows Users: Right-click the folder and select "Send To" then select "Compressed (zipped) folder". A .Zip file will be created on your desktop.

Mac Users: Control-click on the folder and select "Create Archive of..." (some Macs call this option "COMPRESS...") and a .zip file will be created of your folder.

STEP #3: Once you have zipped the folder ready, you can upload it to us to begin. Click on the following link: <http://www.discmasters.com/ftp>

Simply fill in the contact information, click the "Browse" button to select your .zip file, and upload.

PLEASE SEND YOUR PHYSICAL MASTER DISC TO THE FOLLOWING LOCATION:

DISCMASTERS

Attn. Production Department
 7N140 Nancy Lane
 St. Charles, IL 60175
 716-777-DISC

PLEASE MAKE SURE TO INCLUDE THE FOLLOWING INFORMATION ALONG WITH YOUR MASTER:

1. Your Name
2. your confirmation number (found on your email quote)
3. your phone number & email

Please fax to 630-365-3355 -or- Email to service@discmasters.com

Your completion of this form helps us to protect you, our valued customers, from credit card fraud. DiscMasters will keep all information entered on this form strictly confidential.