

ORDER FORM

**INSTRUCTIONS:**

- Print and Complete Form
- Sign Where Indicated
- Submit

WHERE TO SEND COMPLETED FORM:

1. **Simply mail your form along with your master**
2. **or - scan and email to: service@discmasters.com**
3. *or - simply use your cell phone & email a picture of the completed form*

Customer Name and/or Company _____

PROJECT TITLE _____ Email: _____

Cell Phone (or best alternate contact phone #) _____

Confirmation Number (found on your email quote) _____

DELIVERY ADDRESS (Where You Want Your Discs Delivered To)

Company (IF APPLICABLE) : _____

ATTENTION TO (name): _____

STREET _____

CITY _____ Residential/Private Address

STATE _____ ZIP _____ Business/Commercial Address

DATE NEEDED BY
(if applicable)

RUSH ORDER (if applicable)

PREFERRED GROUND

DELIVERY 2 DAY

METHOD 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 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)

Production and Payment Terms for customized Client Work Products:

- Customer maintains 100% legal ownership 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

CREDIT CARD BILLING ADDRESS:

STREET _____

CITY _____

STATE _____ ZIP _____

Payment Amount:

\$ _____

IMPORTANT: *this form is the 1st step before work begins on your order. By completing this form you grant us permission to reproduce your supplied material. This helps protect you, our valued customers, from fraud and helps secure the intellectual property & copyrights of your order. DiscMasters keeps this information strictly confidential.*

SIGNATURE: _____

DATE: _____