

# CD ORDER FORM

# BELLWETHER MANUFACTURING

1499 WEST 2ND STREET  
BLOOMINGTON, IN 47403  
T:812.334.2499 F:812.323.8494  
WWW.BELLWETHERMFG.COM

FOR OFFICE USE ONLY  
Date Rcvd: \_\_\_\_\_  
CSR: \_\_\_\_\_

Company Name:		Contact Name:	
Email address:		Daytime phone:	Alternate phone:
Reference/Catalog Number:	Project Name (include artist and title if applicable):		Date:

**JOB IS TIME-SENSITIVE.**

Please communicate details as to when you need your job so that we may do our best to meet your deadline:

Where did you hear about us?

**IMPORTANT:** This form is designed to make it easy for you to place an order with us. If any of the information requested here is unclear or unfamiliar to you, feel free to leave that section blank. We're happy to explain any aspect of the order form in greater detail, so that you can be sure the order you're placing reflects the job you'd like us to do for you. Also, please don't hesitate to get in touch with any questions, concerns, or special requests that aren't addressed below.

## MEDIA

### CONTENT

- Audio CD
- CD-Rom
- Hybrid

### FORMAT

- Standard CD
- Fan CD
- 3" CD
- CD-R
- Other: \_\_\_\_\_

For DVDs, please use our DVD order form.

### QUANTITY

- 500
- 1000
- 2000
- 3000
- Other: \_\_\_\_\_

All quantities are subject to a 10% overrun/underrun.

### DISCFACE COLORS (White counts as a color)

- 1 to 6 spot inks / colors  
Indicate quantity: \_\_\_\_\_
- Full Color (CMYK silkscreen)/White Base
- Full Color (CMYK silkscreen)/No White Base
- Full Color Offset CMYK
- I'm not sure

\*All CD masters will be transferred digitally unless otherwise requested. Digitally transferring the master is faster than sending a physical master. Bellwether fully guarantees that the CDs manufactured from a digitally transferred master will match the master provided exactly without interpretation or data loss. If you have any questions or concerns regarding this procedure, please contact your account manager for more details.

Standard discface artwork is silkscreened at a halftone linescreen of no more than 110-120 lines per inch. Offset CMYK discface printing (at 175 lines per inch) is available for an additional charge. Contact your customer service representative for more information.

## PACKAGING

All jewelcase and cardboard packaging is shrinkwrapped unless specified otherwise.

- Bulk CDs (spindle wrapped)
- Assembled in standard jewelcase/amaray  
For standard jewelcase, specify tray color:
  - Black (standard)
  - Clear (standard)
  - White (non-standard / additional costs)
  - Other: \_\_\_\_\_
- Assembled in printed cardboard packaging
  - Digipaks
  - Cardboard sleeves or wallets
  - Other: \_\_\_\_\_
- Inserted into unprinted white sleeves
  - Cardboard
  - Tyvek  With window  With flap
  - Paper  With window  With flap
- Special Packaging
  - Slimline jewelcase
  - Double slimline
  - multiple-CD boxes
  - Clamshells
  - Other: \_\_\_\_\_

## PRINTWORK

- Bellwether to manufacture printwork (if you DON'T have print to supply)  
Artwork on standard paper or board stock unless you indicate otherwise.
- Customer to supply printwork (if you DO have print to supply)  
Customer supplied printwork that is not on standard stock may incur an additional manual insertion charge.
- No printwork (if you are doing bulk discs only)

If Bellwether is manufacturing printwork, specify configuration:

### COLOR CONFIGURATIONS (for inserts and traycards only)

- 1/1 printing (black and white throughout)
- 4/1 printing (full color outside, black & white inside)
- 4/0 printing (full color outside, no print inside)
- 4/4 printing (full color throughout)

### JEWELCASE CONFIGURATIONS

Unless otherwise specified, print will be on standard glossy stock.

- 2 panel insert (no folds) + traycard
- Folded insert + traycard  
# of panels: \_\_\_\_\_
- Stapled booklet + traycard  
# of pages: \_\_\_\_\_
- Miniposter  
# of panels: \_\_\_\_\_

### NON-STANDARD OPTIONS (ADDITIONAL COSTS MAY APPLY)

- Add PMS ink/s # of inks: \_\_\_\_\_
- Add matte varnish
- Add UV gloss
- Uncoated stock (70 lb. Plainfield unless specified otherwise)
- Print on nonstandard stock  
Please specify: \_\_\_\_\_
- Other: \_\_\_\_\_

### CARDBOARD CONFIGURATIONS

Unless otherwise specified, print will be printed on standard glossy 15 pt SBS.

- 5" cardboard sleeve
- 4, 6, or 8 panel cardboard wallet  
# of panels / design #: \_\_\_\_\_
- 4, 6, or 8 panel digipak  
# of panels / design #: \_\_\_\_\_
- Digipak tray options:
  - Black
  - Clear
  - White
  - Clear recycled (\$60/M upcharge)
  - Add extra tray/s Qty: \_\_\_\_\_

### NON-STANDARD OPTIONS (ADDITIONAL COSTS MAY APPLY)

- Add Pocket
- Add PMS ink/s
- Add matte varnish
- Add UV gloss
- Print on uncoated side of stock
- 18 pt. standard board stock
- 18pt CCNB 100% recycled stock (no additional charge)
- 18 pt. chipboard stock (no additional charge except for white flood)
- Glue in booklet

## ADDITIONAL DETAILS

Include any additional information regarding media, packaging, or printwork configurations that was not previously mentioned.

# UPC BARCODE

A UPC for your media project is available free of charge, upon your request.

Customer will provide own UPC

UPC #

Use grid to indicate where barcode should be placed on packaging.



BACK

Bellwether to provide UPC

UPC to appear:

Check all that apply

- In printwork, on back of traycard (no additional charge)
- Barcode stickers (additional charge)
- Topspine labels (additional charge)
- Other: \_\_\_\_\_

For topspine labels, print everything exactly as it is to appear:

All caps please

Artist: \_\_\_\_\_

Title: \_\_\_\_\_

Catalog #: \_\_\_\_\_

- Include logo
- Typeset label name: \_\_\_\_\_
- Please do not include UPC in topspine label

# PROOFING METHOD

- PDF/JPEG proof
- Epson/hardcopy proof (ADDITIONAL COSTS MAY APPLY)
- Other: \_\_\_\_\_

Hard copy proof shipping information:

It is essential that a phone number is provided for a art proof ship-to address. This address is not needed if emailable PDF proofs are requested.

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

# ASSEMBLY (ADDITIONAL CHARGES MAY APPLY)

Promotional copies

Quantity: \_\_\_\_\_

- Holepunch traycard (for jewelcase packaging)
- Mark through barcodes (for cardboard packaging)
- DO NOT apply shrinkwrap
- Additional instructions: \_\_\_\_\_

Digital download codes and coupons (please request digital download order form)

Bellwether to manufacture additional items for insertion

Specify: \_\_\_\_\_

Customer to supply additional items for insertion

Specify: \_\_\_\_\_

Stickers

Quantity ordered: \_\_\_\_\_

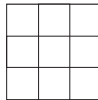
Quantity applied: \_\_\_\_\_

Dimensions: \_\_\_\_\_

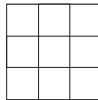
Stock color: \_\_\_\_\_

Ink color: \_\_\_\_\_

Use grids to indicate where sticker should be placed on packaging.



FRONT



BACK

I plan on ordering stickers, but need more information.

# PAYMENT METHOD

Payment in full is required at the outset of your job (unless other arrangements have been made).

Check      deposit amount:

Money order      amount:

Credit card      See quote for reference

By signing the Agreement (to the right) and completing the credit card info below, you are authorizing Bellwether Manufacturing to charge your credit card for the full amount of your quote.

Visa     MasterCard     American Express     Discover

Card number

Expiration date mo.  yr.

Name as it appears on card: \_\_\_\_\_

Card billing address: \_\_\_\_\_

# SHIPPING INSTRUCTIONS

It is essential that a phone number is provided for a ship-to address. Address below is also default billing address, if not specified otherwise.

Quantity: \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Additional instructions: \_\_\_\_\_

If more than two ship-to addresses, please include complete shipping instructions on separate sheet including all info below.

Quantity: \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Additional instructions: \_\_\_\_\_

# AGREEMENT

Please sign and date below, indicating that you have read, fully understand, and accept the terms and conditions of doing business with Bellwether Manufacturing. The terms and conditions are included with this CD order form and are also available online at BellwetherMFG.com.

\_\_\_\_\_ date  
authorized signature

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# TERMS & CONDITIONS



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When placing an order with Bellwether Manufacturing, you agree to the following terms and conditions:

## **PRODUCT GUARANTEE:**

Bellwether Manufacturing guarantees that products manufactured and delivered to the customer by Bellwether Manufacturing meet generally accepted industry standards, as well as Bellwether's own strict standard for quality.

If products manufactured and delivered by Bellwether Manufacturing are found to be defective in quality, Bellwether will take one of the following steps to remedy the problem:

1. Repair the damaged product
2. Replace the product or a portion of the product
3. Refund a portion or all of the total invoice for the job

The above remedies will only be available if the customer notifies Bellwether Manufacturing, in writing, of the defects within 15 business/working days of the customer receiving the products. Bellwether Manufacturing will not assume the liability for damaged products if notified after this 15-day period. Bellwether Manufacturing reserves the right to choose which option is appropriate for dealing with the defective product. In addition, Bellwether Manufacturing is not responsible for products defective due to customer error.

## **PRICING/INVOICING:**

10% Over/Under Rule: As per industry standard, and for quality control purposes, Bellwether Manufacturing will produce within 10% of the original quantity ordered of any CD, DVD, or print job, unless otherwise indicated. The customer will be billed for the exact number of products manufactured. However, the customer will be billed for the entire quantity of supplementary products, such as stickers or catalog inserts, unless otherwise stated.

A 100% deposit is required before the start of all jobs, unless otherwise indicated. The 100% deposit will include the 10% over-run and a high-end freight estimate.

If the customer has payment terms, the billing cycle begins on the date of the invoice and payment must be paid within the period designated by the customer's terms.

Bellwether Manufacturing will consider collection services for any final balances not paid within 30 days of payment due date. If collection services are utilized, customers are responsible for paying all fees associated with collections services, including legal fees.

Bellwether Manufacturing reserves the right to adjust pricing, specifications, quantities, materials, or special deals from our website, advertisements, and literature at any time.

Price quotes are valid for 30 days, unless otherwise stated.

## **DEADLINES AND DUE DATES:**

Completion dates and ship dates are estimates only and are not guaranteed. In addition, Bellwether Manufacturing is not responsible for delivery delays or damages/losses caused by the shipper.

Estimated job completion dates are determined with the assumption that the customer has supplied or will supply all components on time, including (but not limited to) audio master, artwork files in appropriate format, deposit, and appropriate paperwork. Failure to supply the above components in a timely manner will inevitably delay the production.

Delays in production will most likely occur if customer submits incorrect files, paperwork, etc.

Orders may also be delayed if the customer fails to approve necessary artwork proofs in a timely fashion.

All prices and policies are subject to change without notice.

## **COMMUNICATION:**

When you contact Bellwether Manufacturing via e-mail or other electronic forms, you are consenting to communicating electronically and therefore agree that all electronic communication satisfies any legal requirement to receive notices, agreements, and other disclosures "in writing."

## **MATERIALS:**

Bellwether Manufacturing will not be held liable for defects related to customer-supplied materials that contain errors (caused by the customer), including, but not limited to, artwork files, masters, films and matchprints, etc.

If an order is canceled mid-project, the customer is responsible for payment of any services or products ordered up to the cancel date.

All materials provided by the customer remain property of the customer. However, materials will only be sent back to the customer at the customer's request. In addition, the customer is responsible for all shipping charges incurred and assumes all liability in the return of all materials. If no such request is made within a year of completion of the job, Bellwether Manufacturing and Bellwether Manufacturing's vendors reserve the right to discard such property.

Bellwether Manufacturing is not responsible for artwork defects if the customer approved the artwork proof, including proofs for barcodes, stickers, printwork, discfaces, etc.

Most proofs (including PDF and hard copy) are not 100% color accurate. If the final print is within an acceptable range of the original proofs (and the customer approved the original proofs), Bellwether Manufacturing cannot be held responsible for any variance. However, if the customer wishes to receive a higher end proof or print samples before the product is packaged, Bellwether Manufacturing can make arrangements to do so (possibly at a greater expense to the customer).

After the completion of the job, any excess printwork will be stored at the plant for up to one year. After one year, Bellwether Manufacturing will contact the customer with the following choices: (A) destroy/recycle the print or (B) return the print to the customer. If the customer prefers the printwork be returned, the customer is responsible for all shipping costs related to the return. Bellwether Manufacturing is not responsible for any discontinued contact information on behalf of the customer. If Bellwether is unable to reach the customer, the default is to destroy the excess printwork.

The customer is responsible for backing up all materials. Bellwether is not responsible for any damaged or lost data.