



DISCMASTERS

ORDER FORM

PHONE: 888-430-3472 FAX: 630-365-3355
5N279 Wooley Road • Maple Park, IL 60151

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 desktop please create an artwork folder: (please use your confirmation number as the name of your art folder -- place your all of your material inside this folder)

STEP #2: Zip the folder (see Zipping instructions below).

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..." or "Compress...", A .zip file will be created on your desktop.

STEP #3: Please go to the following web address to upload: <http://www.discmasters.com/ftp>

STEP #4: Fill in the contact information online and click the "Browse" button and select your .zip file from your desktop.

STEP #5: Click the "Upload File" button. A confirmation message will appear when the transfer is complete. (If you have any questions please feel free to call us toll free 1-888-430-3472)

OR YOU CAN INCLUDE YOUR ART FILES ON A SEPARATE DISC ALONG WITH YOUR MASTER (SEE BELOW)

PLEASE SEND YOUR PHYSICAL MASTER DISC TO THE FOLLOWING LOCATION:

DISCMASTERS

Attn. Production Department
5N279 Wooley Road
Maple Park, IL 60151
toll free 1-888-430-3472

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

IMPORTANT NOTE REGARDING YOUR MASTER: From time to time some customers ask if they can also upload their master online... YES this is possible but special conditions apply to assure that the quality of the master is not compromised, if so please contact us to review the necessary precautions (masters sent via the internet are susceptible to digital & format errors... for this reason we always recommend sending the physical master to us using a reliable courier such as FedEx, UPS, or USPS mail)

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.