

**ORDER FORM**

**Shipping and Billing Information:**

Company Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Today's Date \_\_\_\_\_ PO Number: \_\_\_\_\_

Payment Terms: \_\_\_ Net 30 Days (w/approved credit) \_\_\_ C.O.D. \_\_\_ Prepaid \_\_\_ Others  
\_\_\_ Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Bill To 

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Ship To 

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Shipping Method: FEDEX \_\_\_ Priority \_\_\_ Standard \_\_\_ 2<sup>nd</sup> day \_\_\_ 3 Days  
UPS \_\_\_ Priority \_\_\_ Standard \_\_\_ 2<sup>nd</sup> Day \_\_\_ 3 Days \_\_\_ Ground  
Other \_\_\_\_\_

Shipping Payment: Freight Collect, Acct# \_\_\_\_\_ Prepay (will be added to invoice) \_\_\_\_\_

**Job Information:**

Title of Product /Center Hub \_\_\_\_\_ (up to 70 characters) Quantity \_\_\_\_\_

Order Type: New Order \_\_\_\_\_ Re-Order \_\_\_\_\_ Turn Time: \_\_\_ Standard \_\_\_ # Days

CD-R Master will arrive at GENTEK Media Inc \_\_\_\_\_ (date) Required Delivery Date \_\_\_\_\_

**DVD**

___ DVD 5
___ DVD 9
___ DVD 10

**Full Size CD-Rom**

___ Data CD Rom
___ CD Audio
(Must include Play List)

**Business Card CD Rom**

___ PC Format
___ Macintosh Format
___ MB Card (Card Size)

Film/Artwork: \_\_\_ Film Positives Provided \_\_\_ Match print provided \_\_\_ Electronic Artwork Provided  
(Required for 4 colors) (File name: \_\_\_\_\_)

Silkscreen Printing: \_\_\_ 4 color process, CMYK \_\_\_ white flood coat  
\_\_\_ Spot Colors, PMS# \_\_\_\_\_ white flood \_\_\_

Offset Printing: \_\_\_ 4 color process, CMYK + \_\_\_ PMS# or white flood coat

Additional Comments \_\_\_\_\_

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_