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CD/DVD Print Order

United Promotions, Inc.

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Limit of Liability

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CUSTOMER # _____ Telephone # (____) _____ Email _____

LAB USE ONLY

STUDIO NAME _____ JOB # _____

STREET _____ OJN # _____

CITY _____ STATE _____ ZIP _____

SHIP TO: NAME _____ CUST # _____

STREET _____ SHIP DATE _____

CITY _____ STATE _____ ZIP _____ DATE PROOF SENT _____

JOB IDENTIFICATION _____

DATE JOB SHOT _____ DATE JOB DUE TO SHOW _____

Shipping Methods

PAYMENT INFORMATION

MAIL		UPS				BUS	FEDEX				PICKUP AT LAB
Postal Service	Next Day Air	Next Day Air Saver	2nd Day	3 Day Select	Ground		Priority One	Standard Overnight	Economy	Saver	

Check COD Visa Mastercard Amex
MO/CK. # _____
(Do Not Put Card # - Please call Accounting)
Prepay Amount: _____

CD/DVD TYPES & OPTIONS

IMPORTANT: Filling out the CD/DVD print order completely will aid in expediting the production of your CD/DVD's.

** See instructions on back of print order **

TYPE OF SHOOT

First Shoot Retakes Staff Only

(CD/DVDs should be ordered after absentees have been shot and submitted)

CD/DVD LABEL

(Please print or type exact title)

SCHOOL NAME: _____

Yearbook Co. or Type of CD: _____ Your Company: _____

SCHOOL ADMINISTRATIVE CD/DVDs

School Image Software SSTS 2000
 SASI (For Mac) SASI XP
 Other: _____

Color B&W _____ QTY

Sort images and data on CD/DVD by:

Grade Homeroom
 Teacher Other

YEARBOOK CD/DVDs

Jostens Herff Jones
 Lifetouch (PMAI) Walsworth
 Other: _____

Color B&W _____ QTY

Sort images and data on CD/DVD by:

Grade Homeroom
 Teacher Other

IMAGE ONLY CD/DVDs

Hi Res Low Res

Color B&W

_____ QTY

Special Instructions: _____

INSTRUCTIONS for completing a CD/DVD PRINT ORDER

For your personal records keep a copy of this and completed order forms. When you call to inquire about the production status of this job you will need your 4 digit customer #.

1. Fill out this section completely.
 - 1a. List the school name on the Job Identification line.
 - 1b. Be sure to put your telephone number and email address where you can be reached for questions.
2. Circle which type of shoot you are sending.
3. Fill out the shipping instructions on your order.
4. Please indicate the type of CD-ROM you are needing for your school.
 - 4a. If the name of the CD company is not listed please write in the correct company on the Other line.
 - 4b. Fill in quantity amount and be sure to include for any additional copies.
 - 4c. Indicate if you want the images on CD/DVDs in Black & White or Color.
 - 4d. Specify the sorting of images and data by grade, teacher, homeroom or other for the CD/DVD.
5. Please let us know what you would like the label on the CD/DVD to display.
 - 5a. School Name or Yearbook Publisher's name.
 - 5b. Yearbook or CD type.
 - 5c. Your company name or a contact person at the school.
6. Please write any special instructions needed for this order. If there is not enough space, attach a separate sheet with the order form for further instructions.

Indexing Indexing is a way of linking personal data (names, ID numbers, grade, etc.) to image files. We encourage our customers to obtain a text file from the school that contains Student Names, Grade, Homeroom, Teacher/Staff and any other information you will need to complete the order. You may submit a comma separated text file or Excel file in shoot order. We will not accept hand written out of shoot order without prior approval from our Digital Dept. Send original shoot with absentees.

*EXAMPLE of an Excel file:

	A	B	C	D	E	F	G	H	I	J
1	ShootID	LastName	FirstName	Homeroom	Grade	Teacher				
2	1001	De Sota	John	B-206		6 Riley				
3	1002	Galley	Barbara	B-206		6 Riley				
4	1003	Deter	Jacob	B-206		6 Riley				
5	1004	Williams	Jason	B-206		6 Riley				
6	1005	Jacobson	Wilma	B-206		6 Riley				

- Additional fields:*
- School Name
 - School Year
 - Student Address
 - Barcode
 - Student ID
 - S.S. Number
 - Home Phone
 - Emergency Phone
 - * other

* Indicate the additional field of data needed on the Digital Work Order