CASSETTE DUPLICATION ORDER FORM

Projects will not be started until all Documents, Artwork, Audio and Payment are received

NOTE: PLEASE USE ADOBE ACROBAT OR READER TO FILL OUT THIS FORM. IF YOU USE ANY OTHER APPLICATION, ESPECIALLY PREVIEW ON A MAC, ***EXPORT*** A PDF OR JPEG RATHER THAN SIMPLY SAVING THE FORM TO PRESERVE THE DATA YOU'VE ENTERED.

CUSTOMER INFORMATION

Customer Name _____
Contact Name _____
Phone _____
Email _____

Date order placed _____
NAC Customer ID# _____
Quantity _____ ❑ New Master ❑ Reorder

PROJECT INFORMATION

Customer's Catalog ID#: _____
Artist _____
Project Title _____
Customer Purchase Order# _____

MASTER

Customer's Original Master Format:
❑ Upload ❑ Optical (CD/DVD) ❑ Cassette
❑ Other: _____
Program Ready Audio? ❑ Yes ❑ No
Total Time Side A: _____ (Tracks: _____)
Total Time Side B: _____ (Tracks: _____)
Same Audio Both Sides: ❑ Yes ❑ No
Apply DOLBY B NR? ❑ Yes ❑ No

TEST CASSETTE

Test Cassette Required: ❑ Yes ❑ No
Send Test Cassette To: ❑ Billing address
❑ Shipping address
Send Test Cassette Via: ❑ USPS 1st class mail
❑ Other: _____

(No charge for test tape with order, but shipping cost will be applied.)

NAC INTERNAL USE ONLY

LOCATION: _____ DATE MASTERED: _____
TEST CASSETTE: ❑ Yes ❑ No #COPIES _____
DOLBY: ❑ Yes ❑ No SLAVE: _____
TAPE TYPE: _____ C: _____
RUNTIME-SIDE A: _____ -SIDE B: _____
AUDIO ENGINEER: _____
NOTES: _____

CASSETTE

TAPE TYPE: ❑ Ferric ❑ Chrome ❑ Chrome Plus

CASSETTE SHELL COLOR: Color Name _____
Color Code _____
(Refer to Shell Color Chart)

DESIGN APPLIED TO SHELL
❑ NONE
❑ PRINTED PAPER LABELS
❑ DIRECT IMPRINT

SIDES FOR DESIGN
❑ A/B (Separate art for each side)
❑ A/A (Same art both sides)
❑ A only

IMPRINT INK COLOR:
❑ Side A: _____
❑ Side B: _____

PACKAGING

PACKAGE INSERTS
❑ None ❑ Customer Supplying Pre-printed J-cards

❑ J-CARDS (to be printed at NAC)
❑ U-CARDS (to be printed at NAC)

	Front	Back		Front	Back
❑ 3 Panel	❑	❑	❑ 6 Panel	❑	❑
❑ 4 Panel	❑	❑	❑ 7 Panel	❑	❑
❑ 5 Panel	❑	❑	❑ 8 Panel	❑	❑

❑ O-CARDS (Cassingle Sleeves)
❑ Outer Sleeve for Norelco Box Shrinkwrap over outer sleeve: ❑ Yes ❑ No
❑ Other: _____

CASING:
❑ None
❑ Norelco – Clear
❑ Norelco – Black
❑ Norelco – White
❑ Norelco – Blue
❑ Soft Poly Box
❑ Other: _____

WRAP:
❑ None
❑ Overwrap Individually (Norelco boxes only)
❑ Tear Strip In Overwrap
❑ Shrinkwrap Individually (O-Cards or Poly boxes)

DOWNLOAD CARDS
❑ None ❑ Customer Shipping Pre-printed and Cut Download Cards
❑ Customer Supplying Download Card Design and Codes to be printed at NAC

COMMENTS

BILL TO

Name: _____
Attn: _____
Address: _____
City _____
State _____ Zip/Postal Code: _____
Country _____

SHIPPING

Return Master to: ❑ Billing ❑ Shipping ❑ Hold at NAC
Blind Shipment: ❑ Yes ❑ No (No reference to NAC on package)
UPS (Preferred): ❑ UPS-GROUND ❑ UPS-3 DAY ❑ UPS-2 DAY ❑ UPS-NEXT DAY
UPS ACCT#: _____
FEDEX: ❑ FEDEX-GROUND ❑ FEDEX-3 DAY ❑ FEDEX-2 DAY ❑ FEDEX-NEXT DAY
FEDEX ACCT#: _____
OTHER: (Not recommended) ❑ USPS-PRIORITY ❑ MEDIA MAIL ❑ TRUCK ❑ BEST WAY

SHIP TO

Name: _____
Attn: _____
Address: _____
City _____
State _____ Zip/Postal Code: _____
Country _____

PAYMENT

To streamline the payment process and keep our customers' credit card information more secure, National Audio will send you a PayPal invoice with your total for this project.

You may pay by PayPal or major credit card through the links provided in the invoice.

If you wish to receive the invoice through a different PayPal account than the email listed above, list it here.

Email _____

Submit this form to National Audio with the completed IPR Form, Tracklist, and your Audio and Artwork files.

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