



ORDER FORM

New Order Reorder

Client Contact Information

company / band / artist / organization (we will file your info under this)

contact name

billing address

city / state / country / zip or postal code

daytime phone

evening phone / fax (circle one)

email address

project name / title / catalog number (if any)

Is the above address also the shipping address? If not, check this box and write your shipping address on the back of this sheet.

Payment Information

- I intend to pay with a credit card. A Nerve Center representative will call you upon receipt of your order for your credit card information.
I am paying with a check or money order. Please enclose payment.
I have made other arrangements. Please give details on reverse of this form.

Finished Media

- CD-Audio miniCD (3-inch CD)
CD-ROM Business Card CD
CD-R (short run) DVD-R (short run)
DVD-5 DVD-9 DVD-10
Other:

Disc Quantity

Disc colors: CMYK, or list Pantone colors...

- (1) (2)
(3) (4)
(5) (6)

I want a white background flood printed on the entire disc.

Packaging

- Standard jewel box - Tray color: Black White Clear
Slim-line jewel box - Tray color: Black White Frosted
Shrink wrap Top spines Stickers (details on reverse, please)
Plastic pouch
Digipak: panels; pockets; Trays: Black White Clear
Paper sleeve w/window
Printed cardboard sleeve/wallet: panels; pockets
Plain white cardboard sleeve w/window
Amaray case
Bulk CD's (no packaging)
Other:

Bar Code

- No, thank you.
I need a bar code. I am providing my own UPC number:
I need a bar code. I want Nerve Center to provide a number for me.

Printed Materials

- JEWEL BOX INSERTS: 4/4 4/1 4/0 Other:
JEWEL BOX TRAY CARDS: 4/4 4/1 4/0 Other:
AMARAY (DVD Case) COVER WRAP: 4/0 Other:
AMARAY INTERIOR INLAYS: 4/4 4/1 4/0 Other:
Quantity: sets of printed materials.
Inserts will have a total of panels/pages.
Inserts will be folded inserts stapled booklets.
Inserts and tray cards will use Pantone color(s). How many?

Submitted Master Format

- CD-R DVD-R
Previously replicated CD DLT
Digital Audio Tape (DAT) Other:

Submitted Artwork

I am sending my artwork files via...
CD-R DVD-R Zip Disk
FTP: ftp://ftp.nervecenter.net/new.files.go.here
(contact us for a username and password for login)
Email: info@nervecenter.net (10 MB maximum, please)
I am not sending artwork. I want Nerve Center to design my package for me, with design elements and parameters that I supply. I am aware of, and approve the charges for this service.

Deadline

I have a deadline for my project. I want the finished discs in my possession by. While we do our very best to meet your deadline, we cannot guarantee delivery dates. Quoted turn-around times, if any, are our best good faith estimates.

Proofs

Provide a PDF proof. I understand that colors may not be an exact match to those that are printed. My approval of the PDF proof means that I understand this, and won't hold Nerve Center accountable or liable if I am not happy with the colors on the finished pieces.
Get hard-copy proofs from the files I have supplied, and send them to me for my approval. The type of proofs and their cost have been discussed with a Nerve Center representative and are hereby understood and approved.
I don't want any proofs. I won't hold Nerve Center accountable or liable for unsatisfactory printing.

Samples

We sometimes end up with a very small amount of manufacturing overage - extra discs and/or print material. We would like your permission to use this overage as promotional material to send to potential new customers who ask for samples of our work. You are not billed for this overage, and we cannot sell it. We respect your privacy - if you don't want us to use any of the overage from your order as samples, check this box.

My signature below indicates that I have read the Nerve Center Specification Booklet and understand all elements thereof and costs as they pertain to my order, and is my permission for Nerve Center to proceed with the replication of my source materials. Furthermore, I stipulate that I am fully authorized to replicate and distribute the intellectual property contained on the master(s) submitted for this project.

Signature of contact listed above

Title

Date





Intellectual Property Rights Disclosure

Nerve Center respects and is committed to protecting the intellectual property of all artists, authors, filmmakers, software engineers, and other creators of intellectual property. So before we produce anything, we require our clients to acquire the rights to use intellectual property - including but not limited to copyrighted words, music, images, and computer code - created or owned by someone other than themselves. If your master contains someone else's intellectual property, you will be required to produce fully executed licenses or clearances to prove that you have been granted the right to use and to manufacture disc copies.

Please complete this form, read the rest of this document very carefully, and sign below if you understand and agree to the terms below. The words "I," "my," and "me" refer to the client, the undersigned, the one(s) submitting this order for manufacture. This document is a binding contract, and your order can't be processed without it.

Album/Project Title: _____

Distribution: Within an organization Retail Free to public Other: _____

Countries Where Distributed: _____

Which of the following best describes the content of your master? Please read and complete the information under the corresponding section.

CD/DVD Audio (like a music CD or a DVD with music but no corresponding images)

Artist: _____ Content/Music Type: _____

• My project is a compilation (various artists and/or writers). Yes No

• I have completed the Track Listing form. Yes No

• I own all of the intellectual property on the master(s) submitted for this project. Yes No

If you do not own all of the intellectual property on the master(s) submitted for this project, attach mechanical licenses or legal clearances for all material you do not own, unless it is in the public domain. If it is in the public domain, please indicate as such on the Track Listing form.

CD/DVD Video (like a movie with or without programmed interactivity such as menus)

• I own all of the intellectual property on the master(s) submitted for this project (both music and images). Yes No

If you do not, complete the Track Listing form and provide necessary synchronization licensing. Also, provide clearances for footage and/or images not owned by you.

CD-ROM/DVD-ROM (typically data other than audio or video)

• I own all of the intellectual property on the master(s) submitted for this project? Yes No

If you do not own all of the intellectual property on the master(s) submitted for this project, attach a list of all included non-owned software, freeware and shareware products. Also attach all applicable distribution licensing documentation from the owners of all such software.

I warrant that no one owns or has any claim in or to the intellectual property contained in any of the materials submitted to Nerve Center for replication, other than me and any third parties who have granted me the right to manufacture and distribute finished goods containing their intellectual property. I have obtained, where necessary, the rights to replicate the master recording(s) contained on the submitted master(s). I further warrant that the duplication of the submitted materials under the agreement will not result in the violation of any local, provincial, state, federal or international laws, regulations or other government requirements or infringe any copyright, right of privacy, trademark, patent, trade name, trade secret, performing right or other types of intellectual property or any literary, dramatic, musical, artistic, personal, civil, private, contract or property right, or any other right of any other party or person. I understand that I am responsible for paying any and all royalties, licensing fees, or promotional fees associated with the sale and distribution of goods produced from the submitted materials.

I understand that if Nerve Center, in its sole judgment, does not believe that I have the authority to reproduce any of the submitted master materials, Nerve Center will be under no further obligation to provide manufacturing services, and I will pay for all work performed and all materials actually produced, and Nerve Center will be under no obligation to deliver materials believed to contain intellectual property that has not been, in Nerve Center's sole judgment, properly licensed. Nerve Center is not obligated to investigate or verify ownership of intellectual property for the submitted materials, and may rely solely on my representations and warranties. I agree that, to my knowledge, no claims with respect to the materials being submitted are currently pending, or are threatened by any person. I agree to indemnify and hold Nerve Center harmless from all claims and expenses (including reasonable attorneys' fees) incurred by me in connection with, or arising from any claim by a third party based on any assertion that the services provided to me under this agreement breach any proprietary rights of such third party or any breach of any representation or warranty set forth in this agreement. Furthermore, if any claim is made against Nerve Center for the replication of any material supplied by me, I agree to pay all related claims and expenses, including reasonable attorneys' fees.

I declare that all information provided herein is true and that all disc contents indicated as being "licensed" on the attached Track Listing are properly licensed for replication. I further declare that I am the intellectual property rights owner for all content indicated as being "owned," and I hereby authorize its duplication. I possess the right, power and authority to enter into this agreement and authorize Nerve Center to cause the manufacture the items I ordered from the materials I submitted.

Client Signature

Date

Print Client Name and Title

Print Organization Name and Telephone Number





Client: _____

Title: _____

Track/File List

Please list all audio tracks and/or digital files included on your replication master, in the order that they appear on the master. If more space is needed, please continue on the back of this sheet, or on a separate sheet. If your job is a CD-ROM with many files, you may submit a copy of the contents of your master by printing the contents of its window as seen on your computer.

Check one:
 L = "licensed"
 O = "owned"

| | Song Title/File Name | Author/IPR Owner | Master Recording Owner | L | O |
|----|----------------------|------------------|------------------------|---|---|
| 1 | | | | L | O |
| 2 | | | | L | O |
| 3 | | | | L | O |
| 4 | | | | L | O |
| 5 | | | | L | O |
| 6 | | | | L | O |
| 7 | | | | L | O |
| 8 | | | | L | O |
| 9 | | | | L | O |
| 10 | | | | L | O |
| 11 | | | | L | O |
| 12 | | | | L | O |
| 13 | | | | L | O |
| 14 | | | | L | O |
| 15 | | | | L | O |
| 16 | | | | L | O |
| 17 | | | | L | O |
| 18 | | | | L | O |
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| 26 | | | | L | O |
| 27 | | | | L | O |
| 28 | | | | L | O |
| 29 | | | | L | O |
| 30 | | | | L | O |

Author = The writer(s) of the words and music (or file, or film). Example: Bruce Springsteen. If author has sold publishing rights, list current IPR Owner.
Master Recording Owner = The owner of the recorded version submitted on the master. Example: Columbia Records. The Master Recording Owner will, in most cases, be the client submitting this order for replication. A notable exception could be in the case of a compilation, where the track has been previously released by someone other than the client submitting this order.