



# MorphiusDisc Manufacturing

## CD / CD-R / DVD Purchase Order

100 East 23rd St., Baltimore, MD 21218  
 tel 410-662-0112, fax 410-662-0116  
 info@morphius.com www.morphius.com

**COMPANY NAME:** \_\_\_\_\_

**ARTIST/BAND NAME:** \_\_\_\_\_ **PROJECT NAME:** \_\_\_\_\_

**ORDER CONTACT NAME:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

**ART CONTACT NAME (if different):** \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

**BILL TO:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

**SHIP TO:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

**PO # / CATALOG #:** (optional) \_\_\_\_\_

**NEED JOB IN HAND BY:** \_\_\_\_\_  Rush shipping charges OK, if necessary

*(If this job falls short of our normal tur-time we will contact you to discuss rush/shipping charges.)*

Please give reason for needing job in hand by certain date: \_\_\_\_\_

**YOUR MASTER IS A:**  CD or CD-R (preferred)  8MM  PCM 1630  DAT  Other: \_\_\_\_\_

Have you provided all components for this order? (if no, please explain): \_\_\_\_\_

I or an authorized representative for this project have listened to the master being provided and it is approved for usage.  
 \_\_\_\_\_ (signature)

**QUANTITY OF DISCS BEING ORDERED:** \_\_\_\_\_

Final billing will be pro-rated based on actual CD quantity produced. To help us to meet your needs as accurately as possible, please select your preference below. If you need to have a certain minimum quantity, please specify "MUST HAVE" and write the quantity needed below. If you prefer to be billed for as close as possible to the selected quantity, specify "SHIP EXACT" below. Up to 2% overs will be billable on all orders.

SHIP EXACT (will be billed for up to +2% overs)  MUST HAVE at least: \_\_\_\_\_ (will be billed for up to 10% overage)

*Be aware that up to a 10% underage of requested quantity (while not typical) is acceptable on any order. All "board product" is subject to up to 10% overs. On orders being packaged in printed jackets/cardboard sleeves/digipaks we will package all available CDs and bill for 10% overs on packaged quantity (unless otherwise requested in writing.)*

**PACKAGING TYPE:** (check all that apply)

- Bulk CDs only (no packaging)
- Jewel Box without Shrink Wrap
- Slim-Line, or Multiple Box (describe below)
- Inserts and Tray Cards
- Add top spine labels to jewel cases

- C-Shell
- Jewel Box with Shrink Wrap
- Plastic Pouch or Paper Sleeve (describe below)
- Tray Color (other than standard): \_\_\_\_\_
- Digipak
- Other: \_\_\_\_\_

**QUANTITY TO BE PACKAGED:**  All  Partial (describe): \_\_\_\_\_

**UPC CODE:**

Does job get a UPC Code?  Yes  No  Check here if barcode appears on topspine only

If so,  Morpheus Supplied Number  Customer Supplied Number: \_\_\_\_\_

**How are you submitting the design for your Disc Surface:**

Disk  FTP (please call for instructions)  Being designed by Morpheus  Films

(if you are sending a disk, you must provide a print reference of some kind or one "must" be output and sent to you for approval.)

**Number of colors on your Disc Surface design:**

Colors (Note: Black ink and White ink both count as a color. Background floods count as a color. Full color typically counts as 5 colors, CMYK plus white flood):

1  2  3  4  5

Specify Pantone Solid Coated PMS #s \_\_\_\_\_ If used, Background Flood Color: \_\_\_\_\_

**Are we printing your inserts?:**  Yes  No  N/A: No inserts with this order

(if someone else is providing your inserts, please obtain our sizing specifications & instructions from us prior to printing to avoid possible add'l charges)

**Quantity of Inserts being Ordered:** \_\_\_\_\_

(Please be aware that a 2% overage fee for the requested quantity will automatically be applied to your print order to allow for shrinkage during packaging for all ship exact" orders, and up to 10% overage on any "Must Have" orders. All board products will be subject to 10% overs/unders.)

**How are you submitting the design for you Insert Printing?:**

Disk  FTP (please call for instructions)  Being designed by Morpheus  Films

(If we will be completing your design work please email all text or include on a disk/CDR in word format, so as to avoid add'l charges for us to retype it. If you are sending your artwork on disk, please refer to our catalog for specifications, sizing, and acceptable programs/file formats. if you are submitting a disk or films for your artwork, you must provide a color print reference or one will be printed prior to output and sent to you for approval, possibly causing delays.)

**Printed Insert Format:**

Number of Pages / Panels: \_\_\_\_\_

Type:  Stapled Booklet  Folded  Poster Foldout  Other: \_\_\_\_\_

Insert Colors:  4/4  4/1  4/0  1/1 Other additional PMS Colors: \_\_\_\_\_

Tray Card Colors :  4/4  4/1  4/0  1/1 Other additional PMS Colors: \_\_\_\_\_

**Digipaks (if applicable):**

Number of Panels: \_\_\_\_\_

Colors:  Full color  B/W  Other additional PMS Colors: \_\_\_\_\_

Tray Color (please list): \_\_\_\_\_

Placement Location of Tray and any Pockets: \_\_\_\_\_

**If you are submitting art files on Disk, Email or FTP, who should we contact if there are problems with the files?:**

Name: \_\_\_\_\_

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

**If there are corrections needed which will require add'l billing and you prefer that we proceed with corrections without contacting you (to avoid delays), please check this box:**

**PROOFS (Note, we must get a sign-off on at least one type of proof below):**

Do you want to see a an electronic PDF proof before we proceed with printing and replication? (no additional cost):

Yes (please list email address to send proof) \_\_\_\_\_  No

Do you want to see a color laser hard copy proof before we proceed with printing and replication? (additional cost explained in quote):

Yes  No

Do you want to see a Calibrated Digital/Conventional Matchprint proof before we proceed with printing and replication?

(additional cost explained in quote):

Yes  No







# Intellectual Property Rights (IPR) Form

To be submitted with every order.

Letters of Indemnity are not adequate.

**LICENSED** content requires proof of licensing for replication.

**OWNED** content indicates the individual/organization completing this form is the IPR owner.

**Must be completed by the organization soliciting replication and not a broker or intermediary.**

Album/Project Title \_\_\_\_\_

Distribution Within an organization \_\_\_ Retail \_\_\_ Free to public \_\_\_ Other \_\_\_\_\_

Countries Where Distributed \_\_\_\_\_

Are you the IPR owner for the entire disc contents? \_\_\_ YES \_\_\_ NO\*

Complete the section(s) below describing the content that is applicable to the media you have ordered.  
MP3 or Enhanced Disc content requires completion of both ROM and Audio sections.

## 1. CD-ROM / DVD-ROM Content

**\*If Not IPR owner, list all included non-owned software, freeware, and shareware products. Attach necessary distribution licensing documentation from the IPR owner.** Some shareware and freeware products require distribution licensing. Consult the software vendor for what is necessary.

## 2. CD / DVD Audio Content

Check Here if COMPILATION \_\_\_\_\_

Artist(s) \_\_\_\_\_ Content/Music Type \_\_\_\_\_

An attached list of track title, artist, and IPR owner is **REQUIRED**. Sampling/mixing of additional recordings not owned (regardless of type, quantity, and length) requires licensing of those original recordings.

**\*If Not IPR owner, proof of replication licensing from IPR owner for licensed tracks is REQUIRED.**

## 3. CD / DVD Video Content (if Audio is separately licensed, complete Audio section and provide necessary Audio/Video Synchronization licensing)

**\*If Not IPR owner, proof of replication licensing from IPR owner is REQUIRED.**

*I affirm that all information provided herein is true and that all disc contents indicated as being "licensed" are properly licensed for replication under the terms of the original rights holder(s) with proof of such licensing and/or trademark authorization attached. I affirm that I am the intellectual property rights owner for all contents indicated as being "owned" and approve of replication. I agree to abide by the current version of the Anti-Piracy Compliance Program procedures and standards of the International Recording Media Association (available at [www.recordingmedia.org](http://www.recordingmedia.org)). The replicator reserves the right to refuse the processing of any order not complying with the Anti-Piracy Compliance Program guidelines.*

Print Organization Name & Telephone # of Party Soliciting Order \_\_\_\_\_

Signature of Representative from Party Soliciting Order \_\_\_\_\_

Print Name, Title, & Date \_\_\_\_\_