



MorphiusDisc Manufacturing Vinyl Record Purchase Order

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info@morphius.com www.morphius.com

COMPANY NAME: _____

ARTIST / BAND NAME: _____ **PROJECT NAME:** _____

CONTACT/BILLING INFO: _____ **EMAIL:** _____

PHONE: _____ (cell) _____ (office) _____ (other: _____)

BILLING ADDRESS: _____

ART CONTACT NAME: _____ **EMAIL:** _____

PHONE: _____ (cell) _____ (office) _____ (other: _____)

NEED JOB IN HAND BY: _____

(If this date is sooner than our normal turn-time we will contact you to discuss rush/shipping charges)

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

RUSH ART PROCESSING: Orders with specific deadlines frequently require some form of rush processing, printing, replication, and/or shipping in order to arrive on time. If your order has a specific deadline, please initial this section to authorize us to expedite our review of your provided art files for a non-refundable fee of \$39. Please note that rush printing, replication, and/or shipping may still be required to meet your deadline. Speak to your sales rep for more info.

_____ (initial here to approve rush art processing)

YOUR MASTER IS A: CD or CD-R DDP LACQUER MASTERS High Res Audio File (type: _____)
 Other: _____

METHOD OF SUBMISSION: Physical Master FTP Email Link / File Transfer Service Other: _____

Files may also be uploaded using our dropbox at <http://dropbox.yousendit.com/morphius> (please compress your master into ZIP/SIT/SEA format before uploading)

I have listened to the master being provided and it is approved for usage. _____ **(signature)**

TYPE OF VINYL: 5" 7" 10" 12" Picture Disc **SPEED:** 33 1/3 rpm 45 rpm

QTY OF VINYL BEING ORDERED: _____ One Sided Two Sided

QTY / OVERAGE NOTES: _____

Large Center Hole (7" vinyl only)
Note: we recommend a small hole for all 7" vinyl, which will be automatically selected unless you check this box

Final billing will be pro-rated based on actual vinyl record and packaging material quantity produced. To help us to meet your needs as accurately as possible, please advise us in writing if you MUST HAVE have a certain minimum quantity delivered. Unless otherwise notified in writing, your final order quantity will be subject to up to 10% overs. While not typical, delivery of up to 10% under the requested quantity will also be acceptable on any order. On orders being packaged in printed jackets or printed dust sleeves we will package all available records and bill for 10% overs on packaged quantity (unless otherwise requested in writing.)

VINYL COLOR: Black (included at no additional charge)

Stock Color Vinyl (additional charge): White Clear Red Green Blue Gold/Yellow (non metallic)

Note: Stock Vinyl Colors (Red, Blue, Green, Yellow) are translucent. Opaque colors are available by mixing in White. Requires custom color charge.

Custom Color (please describe): _____

MATRIX/CATALOG#/LACQUER SCRIBE (optional):

Side A: _____

Side B: _____

Note: if this section is left blank, the lead out grooves on your lacquers will be scribed only with REF# - A and REF# - B. If you want us to include a catalog number or other info up to approx 50 characters, please write it here

UPC CODE:

Does job get a UPC Code? Yes No Check here if barcode appears on center labels

If so, Morpheus Supplied Number Customer Supplied Number: _____

Center Label Colors:

- Black Ink 1 Spot Color 2 Spot Colors 3 Spot Colors Full Color

Specify colors used: _____

Stock Paper Color: (examples available at www.morphius.com/manufacturing/labelcolors.html) White PMS 032 Red

- Process Magenta Process Blue Pantone 021 Orange Pantone Yellow Reflex Blue
- Metallic Gold Metallic Silver Pantone Purple Pantone Green Black (for use with metallic PMS inks only)

Are we printing your jackets or other items?: Yes No N/A: No Jackets with this order

(if someone else is providing your jackets, please get sizing specifications & shipping instructions from us prior to printing to avoid possible additional charges)

PACKAGING TYPE: (check all that apply)

- Unprinted Dust Sleeves Printed Inner Sleeves: 4/0 1/0 Other: _____
- Disco Hole Jackets: Black White Other (list type): _____
- Printed Jackets: 4/4 4/1 4/0 1/1 Other: _____

Printed Jacket Style: Fitted Disco-hole Foldover Other: _____

Other Items for Insertion: Size: _____ Paper Stock (if known): _____ Folding?: _____

Print Method: 4/4 4/1 4/0 1/1 Other: _____

Other: _____

QUANTITY TO BE PACKAGED: All Partial (describe): _____

Quantity of Jackets being Ordered: _____

<p>Do you want shrinkwrap? (12" & 10" jackets only)</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>

(Please be aware that a 10% 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% additional overage on any "Must Have" orders. All board product printing will be subject to 10% overs/unders.)

How are you submitting your artwork:

- CD-R FTP Email Link / File Transfer Other: _____ To be designed by Morpheus

Files may also be uploaded using our dropbox at <http://dropbox.yousendit.com/morphius> (please compress your master into ZIP/SIT/SEA format before uploading)

(If we will be completing your design work please email all text or include on a CD-R 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 www.morphius.com/manufacturing for specifications, sizing, and acceptable programs/file formats.)

If you are submitting art files on a CD-R, via Email or via FTP, who should we contact if there are problems with the files?:

Name: _____

Phone#: _____

Email: _____

If there are corrections needed which require additional billing and you prefer that we proceed with corrections without contacting you (to avoid delays), please check this box

PROOFS:

Prior to proceeding with your job, we must get your approval of an electronic PDF proof (there is no additional cost for this):

(email address to send proof:) _____

Please contact us by phone if you have not received proofs within one business day of our receipt of your art. Failure to approve the PDF proofs we send to you will cause delays to your job.

- I do not have convenient daily access to email and prefer to arrange other proof approval methods.
- I would also like to get a Calibrated Hardcopy proof sent to me** before proceeding with printing. This option is for jackets/inserts only, does not apply to vinyl center labels. (for additional cost and turn time see quote or ask your CSR)

Shipping Address for hard copy proof is _____

***Although UPS ground shipping with standard packaging is the most cost-effective method for the shipment of your vinyl records, neither UPS nor Morpheus Records accepts any liability for damages that may occur in transit during standard shipping.** We strongly recommend upgrading to Preferred Vinyl Shipping Service, which include the cost for us to use UPS Ground shipping with deluxe padding and packaging to protect your order, as well as insurance coverage to fully protect you in case of loss or damage. Your customer service representative will advise you of the cost to upgrade to a more secure shipping method, upon written request.

SHIPPING METHOD:

- Customer Pick Up (for local customers)
- Ship via best ground service
- Rush ship via: _____
- Rush ship partial qty (list qty): _____

Shipping Instructions:

Shipping Name/Address: Same as address listed on first page

PAYMENT OPTIONS: Debit/Credit Card Check/Money Order Cash

if paying by credit card please fill out the following:

Name: _____ Card Type: VISA M/C AMEX DISCOVER

Card Number: _____ Exp. Date: _____ 3/4 digit security code _____

Billing Address: Same as address listed on first page

Amount to charge on card: 75% 100% Send invoice for approval prior to charging card

OTHER INSTRUCTIONS / NOTES:

Use of this form is a declaration by Customer of possession of all rights for the purpose of duplication, including the right to use certain films, music and sound recording, pictures, software, etc. and a guarantee by Customer that all other payable fees which are due for mechanical licensing or other royalties be paid to the competent organizations, & that no claim in this respect will be raised against MorpheusDisc Mfg, Morpheus Records, Inc, or any of its employees or subcontractors. Customer indemnifies Morpheus Records, Inc. in all respects, in particular for claims raised by third parties including claims from copyright or other organizations, and for expenses arising from legal or court actions for asserted or factual violation of such rights. Such indemnifications include production cost, if any incurred by Morpheus. Customer acknowledges having read and being bound by the Standard Terms & Conditions of Manufacturing set forth by MorpheusDisc Mfg for all orders (available by written request or at www.morphius.com/manufacturing/terms.cfm). Morpheus Records is not responsible for errors in Customer's provided master. Customer or an authorized representative for this project has proofed the master sent for replication for content & indexing accuracy, and understands that finished product will be created using this master.

SIGNATURE: _____ **DATE:** _____



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). 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 _____