

## DUPLICATION ORDER FORM

Toll Free: 877.593.4261  
Local: 602.277.2011  
Fax: 602.277.2021

*This Form is interactive. You can type in all required data, then simply print, sign and submit*

info@proactionmedia.com  
www.proactionmedia.com

**Please include this form with your submitted materials.**

### 1. Contact Information:

Contact Name:

Company Name:

Title of Project:

Phone #:

Fax:

E-mail:

### **IMPORTANT:**

Day zero begins upon receipt of accepted Artwork & Master. The proof will be sent to the E-mail listed as graphic designer below. If left blank the E-mail proof will be sent to the E-mail address of the main contact (left). Failure to reply and approve the E-mail proof will result in the delay of the job.

Bill to Address:

Ship to Address:

Same as Bill to Address

Graphic Designer Contact:

Phone #:

E-mail:

Multimedia Production Contact:

Phone #:

E-mail:

## 2. Order Information:

Quote #:

Sales Rep.:

Quantity:

Duplication Type:

Full Size CDR

Full Size DVDR

Mini CDR (3")

DVDR - Dual Layer

*(use only with Digital Print below)*

Business Card CDR

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Label Printing:

Digital Full Color Laser printing onto photo coat

Thermal printing onto discs

TruPhoto - Full Color Thermal transfer onto discs

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Packaging Type:

Bulk

CD Jewel Case Complete Package

DVD Case Complete Package

Other:

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Is ProAction Media assisting with Artwork or Multimedia Design?

*If ProAction Media is assisting with multimedia, a content development form must be submitted.*

Yes

No

Artwork Instructions:

Artwork

Multimedia

*(submit content development form)*

**ProAction Media agrees to make only the art changes listed above.  
ProAction Media will not make changes to, nor will they be held liable for,  
any other artwork on the discs or printed materials.**

Requested Delivery Date:

**The date above is the latest you wish to have your project in hand by. All Duplication projects require from 1-5 business days to complete. DAY ZERO BEGINS UPON RECEIPT AND APPROVAL OF ALL REQUIRED ITEMS. Any changes or issues relating to the content or artwork submitted will result in a new day zero and completion date. Express Service is available upon request.**

Requested Shipping Method:

Ground

3day

2day

Overnight

**\* NOTE - If shipping method above will not meet the requested delivery date the shipping method will be expedited unless otherwise instructed.**

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### 3. Optional One-Off Proof:

ProAction Media can supply an optional one-off copy for art verification prior to duplication for a \$75.00 fee which includes Overnight Delivery. By signing off on the proof the client acknowledges the art specification and therefore gives approval to proceed with the duplication. The proof must be approved in order for ProAction Media to complete the duplication process.

Yes, please send an One-Off Proof and charge the \$75 fee.

No, I will accept the Free E-mail Proof.

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### 4. Payment:

ProAction Media requires all projects to be prepaid. Checks or certified funds are a required method of payment for large projects over \$1,000. Credit cards will be accepted for smaller projects. No job will be shipped without payment in full.

Card #:

Expires:

CCV#:

*(three digit # on back of card)*

Name on Card:

Card Billing Address:

Signature: \_\_\_\_\_

## DUPLICATION ARTWORK & MASTER SUBMITTAL REQUIREMENTS

**Please read the following carefully. These guidelines are to avoid any additional charges or delays.**

We accept high-resolution artwork in the following file formats.

Accepted Formats	File Types	Supply ProAction Media	Common Problems
PC Illustrator Photoshop InDesign QuarkXPress	.ai, .eps, .pdf .psd, .tiff .indd, .eps, .pdf .qxd, .pdf	1. The electronic file complete extension. 2. All logos and images used in your file. 3. All screen and print fonts used. 4. A file directory tree. 5. A laser copy or composite of the file.	<ul style="list-style-type: none"> <li>• Low Resolution</li> <li>• No Bleed</li> <li>• Flattened Image</li> <li>• Missing Linked Graphics</li> <li>• No Fonts</li> <li>• Session left Open on Master Disc.</li> </ul>
MAC Illustrator Photoshop QuarkXPress	.ai, .eps, .pdf .psd, .tiff .qxd, .pdf		

### General Art Requirements:

- All artwork MUST be at a high-resolution of 300 dpi. Anything lower decreases image quality and will not be usable.
- All artwork should be complete and set-up using the correct template for the services ordered. Templates are available for download from our website at: [http://www.proactionmedia.com/artwork\\_templates.htm](http://www.proactionmedia.com/artwork_templates.htm)
- Define all color modes as CMYK or PMS. No RGB files of any kind. All pantone colors must be specified before submittal. Use Pantone coated color guides for the correct listings.
- A 1/8" bleed past all edges is required on all artwork. Also keep all text 1/8" from all edges to give a safety area.
- All art files need to be accompanied with "True Type" font files. If fonts are unavailable, convert text to outlines.
- Artwork and template MUST be placed on separate layers. Do NOT flatten template or dyelines within your files. Any flattened artwork submitted is subject to additional fees or refusal.
- A color sample print out accompanied with the artwork is recommended to ensure proper color matching and to show correct layout and type. Please specify if it is to be a color match, or if it is a sample only proof.
- Accepted media formats for artwork submittal are: CD-R, DVD-R, 100MB Zip, E-Mail, and FTP Transfer.

### Artwork Development:

**THE FOLLOWING WILL BE CHARGED AT AN HOURLY RATE OF \$65 PER HOUR.**

- Any changes, additions or alterations to the original art file.
- Manipulations or removal of defects from any image.
- Creating bleed areas past image edges.
- Artwork created by our Staff Graphics Department.

**Any manipulations of changes may also add delays to processing and shipping dates.**

### Creating a Master CDR/DVDR:

**Be sure to Test, Test, and Test your master before submitting for duplication.**

- Use only quality CDR/DVDR media for creating masters. CDRW/DVDRW discs cannot be read on all CDROM/DVDROM readers and therefore cannot be accepted.
- Make sure that all sessions and files on the discs are closed. Appendable or open discs cannot be copied. There is a \$35 fee for closing discs for you.
- Avoid using Direct CD/DVD to create master discs.
- Send at least 2 CDR/DVDR masters. This is to ensure that we will receive a good disc that has no errors or has not been damaged during shipping.