



DUPLICATION ORDER CHECKLIST

This printable order kit contains all the forms needed to process your order. The first 4 items on this list are required and must be included with every order. Item #5 must be completed if you are uploading your duplication ready audio master online. If you are mailing in your duplication ready master, you may skip item #5. Complete item #6 instead of Item #5 if you are having us master your project. Item #7 must be completed if you are ordering a graphic design package from us.

1. Order Form

Fill out the 2 page **order form**. Use the enclosed price list to add up the cost of your order by filling out the Pricing Info section of the form. Make sure to include your payment info or submit a check.

2. Intellectual Property Rights (IPR) Form

The **IPR form** is legally required. The form looks scarier than it is, but simply states that you have the right to replicate the materials you submit to Wavelength. Read it and fill out the stuff that applies to your order.

3. Your Graphic Files

You can download templates for your graphic files at <http://www.wavelengthmm.com/templates.html>. Make sure all of your files are set up using the correct color profile (CMYK) and that all fonts are embedded. Acceptable file formats are: .tif, .tiff, .eps and .pdf files. All files submitted with your order will be considered final. Please proofread all text and make sure your graphics are how you want them to look. If you have any questions, please feel free to contact us by email: contact@wavelengthmm.com or phone: (503) 383-1555.

We offer professional, eye popping graphic design if you need assistance with your project. Our rates are provided in our price list. If you'd like to consult with us to get a better idea of what we can do, just give us a call.

4. Your Duplication Master

Please make sure that your master is EXACTLY as you want it to be. We strongly recommend that you burn your CD-R or DVD-R master at no more than 8x speed. DVD and DVD-R masters must be mailed. CD audio and CD-ROM masters can either be mailed to us, or uploaded through our website at: <http://www.wavelengthmm.com/file-upload.html>. Audio file format must be .wav .aiff or .aif at 44.1kHz/16 bit

5. CD Track List Form

This form is necessary if you upload your audio master via our website. It ensures that your final master has the correct track order, spacing between songs and that the correct CD text is embedded. If you're ordering a mastering package, you can skip this form and only fill out the Mastering Details form. If you are mailing us your duplication ready master, neither form is necessary. We will duplicate exactly what you give us.

6. Mastering Details Form

If you are having us master your project, please fill out this form to provide us with all the necessary information.

7. Graphics Design Details Form

If you're ordering a graphic design package, this form will help us create a clear vision of how your project should look. It's our goal to make sure you'll be completely satisfied with the final design.



ORDER FORM 1 of 2

Project Title: _____ **Quantity:** _____

Disc Options: **CD / CD-ROM** **DVD**

Packaging Options: **Bulk (No Packaging)**

<input type="checkbox"/> Digipack	Type: <input type="checkbox"/> 4 Panel <input type="checkbox"/> 6 Panel <input type="checkbox"/> DVD Style 7 1/4" Tray Color: <input type="checkbox"/> Black <input type="checkbox"/> Clear
<input type="checkbox"/> Eco-Wallet	Type: <input type="checkbox"/> 2 Panel <input type="checkbox"/> 4 Panel Wallet (1 pocket inside) <input type="checkbox"/> 4 Panel Wallet (2 pockets inside) <input type="checkbox"/> 6 Panel Wallet (1 pocket inside) <input type="checkbox"/> 6 Panel Wallet (2 pockets inside)
<input type="checkbox"/> Jewel Case	Type: <input type="checkbox"/> Standard <input type="checkbox"/> Slimline Tray Color: <input type="checkbox"/> Black <input type="checkbox"/> Clear
<input type="checkbox"/> Other Packaging	Type: <input type="checkbox"/> Standard DVD Case <input type="checkbox"/> 5" Soft Poly Box <input type="checkbox"/> White Paper Window Envelope

Printing Options:

Insert Color:	Traycard Color:	Insert / Booklet: <input type="checkbox"/> 2 Panel Insert	<input type="checkbox"/> 8 Panel Insert <input type="checkbox"/> 8 Page Booklet <input type="checkbox"/> 12 Page Booklet	<input type="checkbox"/> 16 Page Booklet <input type="checkbox"/> 20 Page Booklet <input type="checkbox"/> 24 Page Booklet
<input type="checkbox"/> 4/0	<input type="checkbox"/> 4/0	<input type="checkbox"/> 4 Panel Insert		
<input type="checkbox"/> 4/1	<input type="checkbox"/> 4/1	<input type="checkbox"/> 6 Panel Insert		
<input type="checkbox"/> 4/4	<input type="checkbox"/> 4/4			
		Tray / Wrap: <input type="checkbox"/> Traycard	<input type="checkbox"/> DVD Sleeve	<input type="checkbox"/> 5" Soft Poly Box Sleeve

Additional Services:

Graphic Design
 Mastering
 Barcode
 Overwrap
 Top Spine Stickers

Top-Spine Info: (if applicable)

Client / Artist Name: _____
 Project / Album Title: _____
 Release / Catalog #: _____
 Barcode #: (if client supplied) _____
 Quantity: _____

Comments / Additional Info:



ORDER FORM 2 of 2

Order Info: New Order Re-Order

Client / Artist Name:	_____
Project / Album Title:	_____
How did you hear about us?:	_____

Contact Info:

Contact Person:	_____	Phone:	_____
Email:	_____	Fax:	_____
Shipping Address:	_____ _____ _____		

Pricing Info:

Discs:	\$ _____
Packaging / Print:	\$ _____
Graphic Design:	\$ _____
Mastering:	\$ _____
Top Spine Printing:	\$ _____
TOTAL:	\$ _____

Payment Info:

<input type="checkbox"/> VISA <input type="checkbox"/> Mastercard <input type="checkbox"/> Check / Money Order <input type="checkbox"/> Cash	
<input type="checkbox"/> PayPal <input type="checkbox"/> Please call me for credit card info	
Name on Card:	_____
Card Number:	_____
Exp.:	_____ Verification Code: _____
Billing Address:	_____ _____ _____ _____
Phone:	_____
PayPal Email:	_____

AUTHORIZATION:

Authorized Signature:

By signing this agreement, I acknowledge that I have read and accept the terms and conditions and as the copyright / intellectual property owner of all necessary legal rights, grant Wavelength the right to manufacture my product.



INTELLECTUAL PROPERTY RIGHTS (IPR) FORM 1 of 2

To be submitted with every order.

Letters of Indemnity are not adequate.

LICENSED content requires proof of licensing for replication from the IPR owner.

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

Project Title: _____
Project will be distributed: <input type="checkbox"/> Within an organization <input type="checkbox"/> Retail <input type="checkbox"/> Free to public <input type="checkbox"/> Other
Distributed in the following countries: _____
Are you the owner of the Property Rights for the content of this ENTIRE project? <input type="checkbox"/> Yes <input type="checkbox"/> No

Complete the section(s) below that are applicable to describing the content of the media you have ordered.
MP3 and Enhanced Disc content requires both section 1 and 2 to be filled out.

1. CD-ROM / DVD-ROM Content:

If you are NOT the IPR owner of ALL disc content, list all non-owned software, shareware or freeware products on the next page. Attach necessary distribution licensing from respective IPR owner(s). (Some shareware and freeware require distribution licensing. Consult software vendor(s) for what is required.)

2. Audio (CD or DVD) Content: _____	Is project a compilation? <input type="checkbox"/> Yes <input type="checkbox"/> No
Artist(s): _____	
Content / Music Type: _____	

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

3. Video (CD / DVD) Content:

(If audio is licensed separately, make sure you complete section 2 and provide necessary Audio/Video Synchronization licensing.)

If you are NOT the IPR owner, proof of duplication / replication licensing from IPR owner is REQUIRED

PLEASE READ:

I declare that all information provided herein is true and that all disc contents indicated as being "licensed" are properly licensed for duplication/replication under the terms of the original rights holders(s). I further declare that I am the intellectual property rights owner of all contents indicated as being "owned" and I authorize its duplication/replication as well as printing of all graphics submitted for this project. I understand that in accordance with the Anti-Piracy Compliance Program procedures and standards of the Content Delivery & Storage Association (available at www.contentdeliveryandstorage.org), Wavelength reserves the right to refuse the processing of any order not complying with the Anti-Piracy Compliance Program guidelines.

Name of Company, Organization or Individual Soliciting this Order: _____
Phone Number: _____

I, _____ have read and agree to the terms above.



GRAPHIC DESIGN DETAILS FORM 1 of 2

Thank you for purchasing a graphic design package from Wavelength. In order for us to make you a design you'll be happy with, please tell us a little bit about your ideas by filling out this form.

Project Title: _____	Contact Person: _____
Email: _____	Phone Number: _____

TARGET AUDIENCE

Describe your ideal fan / customer. (For instance: age, gender, fashion sense, level of education, income, religion, political views, likes, dislikes, etc.)

Why do they like you?

PROJECT TYPE AND GENRE

Content: Music CD Audio Book Film Corporate DVD

Please describe the content. (example: rock, hip-hop, documentary, instructional, etc.)

DESIGN STYLE

What design style are you after? (examples: minimalist, retro, corporate, artsy, 50s, 60s, 70s, cartoonish, etc.)

SAMPLES OF WHAT YOU LIKE

If there are designs you like and think we would benefit from referencing, please include pictures, or web links. Also tell us exactly what about it you like. (examples: colors, fonts, layout, etc.)

COMMENTS:



GRAPHIC DESIGN DETAILS FORM 2 of 2

MATERIALS YOU ARE SUBMITTING

Please tell us about the files you are submitting for us to use for your graphic design.

Images:	<input type="checkbox"/> Digital Files	<input type="checkbox"/> Photos / Illustrations for scanning
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Sending digital files by:	<input type="checkbox"/> Mail	<input type="checkbox"/> File Upload
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Acceptable specs are 300 dpi or higher. Preferred file types are: tiff, .tif and .eps. Jpegs and .pdfs may be acceptable if the resolution and quality are high enough.

Name of file / Describe picture: (example: image001.tif / band in front of brick wall)	Placement: (example: front cover)	or	Designer's choice:
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Sending text by:	<input type="checkbox"/> Mail	<input type="checkbox"/> File Upload
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The following text is included:	<input type="checkbox"/> Credits	<input type="checkbox"/> Contact Info
<input type="checkbox"/> Name / Title	<input type="checkbox"/> Bio / Description	<input type="checkbox"/> Lyrics
<input type="checkbox"/> Track / Chapter List	<input type="checkbox"/> Thank yous	<input type="checkbox"/> Other:

Design instructions:
<input type="checkbox"/> You don't have a mockup and trust the designer's creative instinct.
<input type="checkbox"/> You are providing a rough mockup, but are open to suggestions.
<input type="checkbox"/> You are providing a detailed mockup to be followed as exact as possible.

Comments:



MASTERING DETAILS FORM 1 of 2

This form needs to be completed for all mastering jobs. If you have any questions, please call us: (503)383-1555.

Artist / Band Name: _____	Contact Person: _____
Project Title: _____	Phone Number: _____
Email: _____	

How are you sending us your audio? (check multiple if applicable)

<input type="checkbox"/> Uploading files	<input type="checkbox"/> CD / CD-R / CD-ROM	<input type="checkbox"/> DAT
<input type="checkbox"/> USB Thumbdrive	<input type="checkbox"/> Hard Drive	

How do you want us to deliver your mastered tracks? (select one or both)

<input type="checkbox"/> Digitally (download link)	<input type="checkbox"/> Audio CD (mailed)
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Mailing address (if you are requesting a mailed Audio CD):

Spacing between tracks:

<input type="checkbox"/> Add the standard 2 seconds between tracks	<input type="checkbox"/> Do not add space between tracks	<input type="checkbox"/> See track listing for specific space*
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* Be specific about how much space you would like us to insert AFTER each track, using the Final Track Listing form on the next page.

Would you like us to remove noise (such as count offs) before tracks?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Comments regarding noise and chatter:

Would you like us to remove and or fade noise after each track?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Comments regarding noise and or adding fades after tracks:



CD & DVD Duplication Prices 2011

Pricing includes full color on-disc printing. Turnaround times do not include shipping time. Duplicated CDs and DVDs include premium quality CD-R or DVD-R media and full color high resolution ink-jet printing directly on the surface. Replicated CDs and DVDs include premium stamped media with full color offset and silk screen printing.

QTY	CDS Duplicated 2-3 days	CDS Replicated 10 days	DVDS Duplicated 2-3 days	DVDS Replicated 10 days
20	1.48	–	1.58	–
100	1.18	–	1.38	–
200	1.08	–	1.24	–
300	.98	–	1.18	–
500	.87	.87	.99	.99
1000	.44	.44	.65	.65
2000	.40	.40	–	.60
5000	–	.35	–	.48
10000+	–	.33	–	.45



PACKAGING Prices 2011

All packaging prices includes insertion fees for discs and artwork.
Digipaks and other cardboard products are listed with our printing pricing.

QTY	Jewel Case Standard Includes black or clear tray	Jewel Case Slimline	DVD Case black with clear overlay 100% recycled	Polybox clear with clear overlay	Paper Sleeve with window
20	.50	.40	.50	.60	.20
100	.40	.34	.40	.50	.18
200	.38	.32	.38	.48	.16
300	.36	.30	.36	.46	.14
500	.34	.28	.34	.44	.12
1000	.32	.26	.32	.42	.10
2000	.30	.24	.30	.40	.08
5000	.28	.22	.28	.38	.06
10000+	.27	.18	.25	.36	.05

Resealable Bags		.10ea
Cellowrap / Shrinkwrap	100-999	.10ea
Cellowrap / Shrinkwrap	1000+	.08ea



Printing Prices 2011

Prices reflect customer provided artwork that is properly formatted to work with our templates. All prices include pdf proofs that will be emailed to the customer for approval prior to printing. We do not charge for overs. Graphic design is not included in pricing.

Turnaround time: 20-500 qtys (2-3 business days) 500+ qtys (10 business days)
Turnaround time starts when the customer has approved the pdf proof provided by us.

Board Printing - Full Color

All board products are made with 100% recyclable materials.

Description	100	200	300	500	1000	2000	5000	10,000 +
CD Sleeve	1.50	.95	.70	.60	.35	.30	.25	.21
4 Panel Wallet (1 inside pocket)	2.30	1.60	1.25	.95	.70	.64	.60	.56
4 Panel Wallet (2 inside pockets)	2.40	1.70	1.35	1.05	.78	.72	.68	.64
6 Panel Wallet (1 inside pocket)	2.50	1.70	1.35	1.05	.78	.72	.68	.64
6 Panel Wallet (2 inside pockets)	2.60	1.80	1.45	1.15	.86	.80	.75	.70
4 Panel Digipak	2.60	2.25	1.65	1.25	.67	.60	.55	.50
6 Panel Digipak	2.70	2.35	1.75	1.35	.70	.65	.60	.55
4 Panel DVD Digipak	2.70	2.35	1.75	1.35	.95	.87	.82	.74



Inserts, Booklets and Tray Cards

Description	20	100	200	300	500	1000	2000	5000	10,000+
2 Panel Insert 4/1	1.40	.80	.65	.50	.40	.20	.16	.14	.12
2 Panel Insert 4/4	1.50	.90	.75	.60	.45	.23	.20	.16	.14
4 Panel Insert 4/1	1.50	.90	.75	.60	.45	.23	.20	.16	.14
4 Panel Insert 4/4	1.70	1.10	.85	.70	.55	.25	.23	.18	.16
2 Panel Insert with tray card 4/1	2.00	1.25	.90	.65	.45	.23	.20	.16	.15
2 Panel Insert with tray card 4/4	2.25	1.50	1.00	.75	.55	.30	.25	.18	.16
4 Panel Insert with tray card 4/1	2.50	1.50	.95	.75	.55	.29	.24	.20	.17
4 Panel Insert with tray card 4/4	2.75	1.80	1.05	.85	.65	.35	.30	.26	.18
6 Panel Insert with tray card 4/1	3.00	2.00	1.15	.90	.68	.34	.29	.25	.19
6 Panel Insert with tray card 4/4	3.25	2.10	1.35	1.15	.80	.45	.42	.35	.28
8 Panel Insert with tray card 4/1	–	–	–	–	–	.38	.35	.30	.21
8 Panel Insert with tray card 4/4	–	–	–	–	–	.53	.46	.38	.32
8 Page Booklet with tray card 4/1	–	–	–	1.20	.85	.45	.42	.33	.20
8 Page Booklet with tray card 4/4	–	–	–	1.40	.95	.56	.48	.36	.29
12 Page Booklet with tray card 4/1	–	–	–	1.35	.90	.50	.44	.35	.22
12 Page Booklet with tray card 4/4	–	–	–	1.55	1.05	.62	.58	.46	.37
16 Page Booklet with tray card 4/1	–	–	–	1.50	1.00	.55	.48	.38	.25
16 Page Booklet with tray card 4/4	–	–	–	1.70	1.15	.64	.60	.50	.40
20 Page Booklet with tray card 4/1	–	–	–	1.65	1.10	.60	.55	.44	.31
20 Page Booklet with tray card 4/4	–	–	–	1.85	1.25	.72	.70	.54	.45
24 Page Booklet with tray card 4/1	–	–	–	1.80	1.20	.65	.60	.50	.40
24 Page Booklet with tray card 4/4	–	–	–	2.00	1.35	.75	.72	.58	.50
Soft Poly Box Sleeve 4/1	1.50	.90	.75	.60	.45	.26	.20	.12	.08
Soft Poly Box Sleeve 4/4	1.75	1.20	1.00	.80	.60	.44	.34	.18	.12
DVD Case Sleeve 4/0	1.50	.90	.75	.60	.45	.26	.20	.12	.08



Graphic Design Prices 2011

Description	Price
CD Sleeve	275
4 Panel Wallet (2 inside pockets)	450
6 Panel Wallet (2 inside pockets)	550
4 Panel Digipak	450
6 Panel Digipak	550
4 Panel DVD Digipak	450
2 Panel Insert	375
4 Panel Insert	450
2 Panel Insert with tray card	375
4 Panel Insert with tray card	450
6 Panel Insert with tray card	550
8 Panel Insert with tray card	650
8 Page Booklet with tray card	650
12 Page Booklet with tray card	800
16 Page Booklet with tray card	950
20 Page Booklet with tray card	1100
24 Page Booklet with tray card	1250
Soft Poly Box Sleeve	350
DVD Case Sleeve	350