Disc Hounds
15 S. Bolmar St. West Chester, PA 19382
610-696-8668 610-696-8155 (fax)

Media Services ORDER FORM

Job#_____ Date_____

BILL TO:

Company

Contact Name

Street

City State Zip

Phone

Fax

E-Mail

SHIP TO:

Company

Attn:

Street

City State Zip

Phone

Fax

Requested completion date:_____

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
		SUB TOTAL	
		SALES TAX	
		FREIGHT	
		DEPOSIT	
		BALANCE	

Step 1: Source Material

☐ VHS ☐ VHS-C ☐ 8 mm ☐ Digital Hi 8 ☐ Mini DV

☐ DVD ☐ Smart Card ☐ USB Drive ☐ Video CD

Step 2: ☐ Create New ☐ Copy ☐ Transfer Data Files

☐ DVD ☐ CD ☐ Video/Interactive CD

Step 3: Editing

☐ No Editing

DVD Editing ☐ Standard Menu Chapters ☐ Custom Menu/Chapter Points

CD Editing ☐ Splash Screen ☐ Autorun

CD Volume Name:_____

Step 4: CD/DVD Printing

☐ Full Color Label ☐ One Color Thermal Print __Black __Blue __Red

Step 5: Packaging

☐ Standard DVD Case ☐ Double DVD Case ☐ Standard Jewel Case ☐ Ultraslim Jewel Case

☐ Double Jewel Case ☐ Quadruple Jewel Case ☐ C-Shell ☐ Other_____

Step 6: Package Printing

☐ DVD Outsert ☐ DVD Insert ☐ Jewel Case Insert (2 panel) ☐ Jewel Case Insert (4 panel)

I affirm that I have the right to duplicate the provided disc/video content. I am authorizing Disc Hounds to perform the services listed above.

_____ _____

Customer Signature Date