



JOB SPECIFICATIONS / CHECKLIST

Contact Details:

Name: _____ Company: _____

Phone: _____ Email: _____

General:

Please tick a box in each section

Date Master received: _____

1. KIND OF JOB:

CD <input type="checkbox"/>	Type: _____	DVD <input type="checkbox"/>	Type: _____
Mini CD <input type="checkbox"/>	(e.g. audio, data, enhanced CD)	VHS <input type="checkbox"/>	(e.g. DVD-5, DVD-9, DVD-ROM)
BizCard CD <input type="checkbox"/>		Audio Cassette <input type="checkbox"/>	
VCD <input type="checkbox"/>		USB <input type="checkbox"/>	

2. INPUT MASTER:

DLT <input type="checkbox"/>	Firewire Drive <input type="checkbox"/>
CD <input type="checkbox"/>	VHS <input type="checkbox"/>
Mini DV <input type="checkbox"/>	Audio Cassette <input type="checkbox"/>
Beta SP <input type="checkbox"/>	

3. QUANTITY: Duplication Replication

4. DEADLINE: Date: _____ Time: _____

Artwork:

• DISC PRINT

Date Artwork received: _____ Media: (e.g. email, CD, Zip Disc) _____

METHOD OF PRINT: Photorealistic Inkjet Thermal Printed Adhesive Label

Screenprint } CMYK + white base CMYK

Offset } 1 PMS 2 PMS 3 PMS 4 PMS 5 PMS

Note: For Screenprinting or Offset please specify colours.

• PAPER PARTS

Date Artwork received: _____ Media: (e.g. email, CD, Zip Disc) _____

• PRINT TYPE

Offset Digital

2pp booklet 1 sided <input type="checkbox"/>	DVD Slick 1 sided <input type="checkbox"/>	6pp booklet <input type="checkbox"/>
4pp booklet 1 sided <input type="checkbox"/>	DVD Slick 2 sided <input type="checkbox"/>	8pp booklet <input type="checkbox"/>
2pp booklet 2 sided <input type="checkbox"/>	4pp DVD booklet <input type="checkbox"/>	10pp booklet <input type="checkbox"/>
4pp booklet 2 sided <input type="checkbox"/>	8pp DVD booklet <input type="checkbox"/>	12pp booklet <input type="checkbox"/>
Rear Tray card single sided <input type="checkbox"/>	DVD Digipack <input type="checkbox"/>	4 panel cardboard sleeve <input type="checkbox"/>
Rear Tray card double sided <input type="checkbox"/>	Digipack 6 panel <input type="checkbox"/>	VHS slick 1 sided <input type="checkbox"/>
Cardboard sleeve <input type="checkbox"/>		Other <input type="checkbox"/>



JOB SPECIFICATIONS / CHECKLIST (continued)

Packaging:

Fully assembled Bulk disc Bulk cases Bulk paper parts

CASE:

- | | | | | | | | |
|--------------------------|--------------------------|-------------------------------------|--------------------------|-----------------------|--------------------------|---------------|--------------------------|
| Jewelcase/black tray | <input type="checkbox"/> | Clear plastic Sleeve | <input type="checkbox"/> | DVD Slimcase Black | <input type="checkbox"/> | VHS Cases | <input type="checkbox"/> |
| Jewelcase/clear tray | <input type="checkbox"/> | Orange Peel Sleeve (plastic Sleeve) | <input type="checkbox"/> | DVD slimcase Opaque | <input type="checkbox"/> | Ejector Cases | <input type="checkbox"/> |
| DVD double superclear | <input type="checkbox"/> | Plain Cardboard Sleeve | <input type="checkbox"/> | DVD Black Case | <input type="checkbox"/> | E-clip | <input type="checkbox"/> |
| Double jewelcase | <input type="checkbox"/> | Clamshell round | <input type="checkbox"/> | DVD Superclear Case | <input type="checkbox"/> | Jiffy Mailer | <input type="checkbox"/> |
| Triple jewel case | <input type="checkbox"/> | Clamshell round - square corners | <input type="checkbox"/> | DVD Double Superclear | <input type="checkbox"/> | DP Mailer | <input type="checkbox"/> |
| Slimline case black back | <input type="checkbox"/> | Clamshell round square | <input type="checkbox"/> | DVD Fat Pack(4) | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Maxi slimline case | <input type="checkbox"/> | Paper sleeve with clear window | <input type="checkbox"/> | DVD Fat Pack(5) | <input type="checkbox"/> | | |
| Slimline case frosted | <input type="checkbox"/> | | <input type="checkbox"/> | DVD Fat Pack(6) | <input type="checkbox"/> | | |

Fulfilment:

- Insert disc in case into Mailer specified
- Apply address label
- Other required
- Post
- Other

Description: _____

Payment Terms:

- C.O.D (all first orders)
- Prepaid
- Credit Account (14 days)
- 50% up front
- 50% up collection

Client Signature: _____

Date: _____