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# CD/DVD Print Order

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CUSTOMER # \_\_\_\_\_ Telephone # ( ) \_\_\_\_\_ Email \_\_\_\_\_

STUDIO NAME \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SHIP TO: NAME \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

JOB IDENTIFICATION \_\_\_\_\_

DATE JOB SHOT \_\_\_\_\_ DATE JOB DUE TO SHOW \_\_\_\_\_

**LAB USE ONLY**

JOB # \_\_\_\_\_

OJN # \_\_\_\_\_

CUST # \_\_\_\_\_

SHIP DATE \_\_\_\_\_

DATE PROOF SENT

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Shipping Methods**

MAIL		UPS				BUS	FEDEX				PICKUP AT LAB
Postal Service	Next Day Air	Next Day Air Saver	2nd Day	3 Day Select	Ground		Priority One	Standard Overnight	Economy	Saver	

**PAYMENT INFORMATION**

Check COD Visa Mastercard Amex  
MO/CK. #  
(Do Not Put Card # - Please call Accounting)  
Prepay Amount: \_\_\_\_\_

## CD/DVD TYPES & OPTIONS

**IMPORTANT: Filling out the CD/DVD print order completely will aid in expediting the production of your CD/DVD's.**

*\* See instructions on back of print order \**

**TYPE OF SHOOT**

First Shoot     Retakes     Staff Only

**(CD/DVDs should be ordered after absentees have been shot and submitted)**

**CD/DVD LABEL**

(Please print or type exact title)

SCHOOL NAME: \_\_\_\_\_

Yearbook Co. or Type of CD: \_\_\_\_\_ Your Company: \_\_\_\_\_

**SCHOOL ADMINISTRATIVE CD/DVDs**

School Image Software     SSTS 2000  
 SASI (For Mac)     SASI XP  
 Other: \_\_\_\_\_

Color     B&W    \_\_\_\_\_ QTY

Sort images and data on CD/DVD by:

Grade     Homeroom  
 Teacher     Other

**YEARBOOK CD/DVDs**

Jostens     Herff Jones  
 Lifetouch (PMAI)     Walsworth  
 Other: \_\_\_\_\_

Color     B&W    \_\_\_\_\_ QTY

Sort images and data on CD/DVD by:

Grade     Homeroom  
 Teacher     Other

**IMAGE ONLY CD/DVDs**

Hi Res     Low Res

Color     B&W

\_\_\_\_\_ QTY

Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# INSTRUCTIONS for completing a CD/DVD PRINT ORDER

For your personal records keep a copy of this and completed order forms. When you call to inquire about the production status of this job you will need your 4 digit customer #.

1. Fill out this section completely.
  - 1a. List the school name on the Job Identification line.
  - 1b. Be sure to put your telephone number and email address where you can be reached for questions.
2. Circle which type of shoot you are sending.
3. Fill out the shipping instructions on your order.
4. Please indicate the type of CD-ROM you are needing for your school.
  - 4a. If the name of the CD company is not listed please write in the correct company on the Other line.
  - 4b. Fill in quantity amount and be sure to include for any additional copies.
  - 4c. Indicate if you want the images on CD/DVDs in Black & White or Color.
  - 4d. Specify the sorting of images and data by grade, teacher, homeroom or other for the CD/DVD.
5. Please let us know what you would like the label on the CD/DVD to display.
  - 5a. School Name or Yearbook Publisher's name.
  - 5b. Yearbook or CD type.
  - 5c. Your company name or a contact person at the school.
6. Please write any special instructions needed for this order. If there is not enough space, attach a separate sheet with the order form for further instructions.

**Indexing** Indexing is a way of linking personal data (names, ID numbers, grade, etc.) to image files. We encourage our customers to obtain a text file from the school that contains Student Names, Grade, Homeroom, Teacher/Staff and any other information you will need to complete the order. You may submit a comma separated text file or Excel file in shoot order. We will not accept hand written out of shoot order without prior approval from our Digital Dept. Send original shoot with absentees.

\*EXAMPLE of an Excel file:

	A	B	C	D	E	F	G	H	I	J
1	ShootID	LastName	FirstName	Homeroom	Grade	Teacher				
2	1001	De Sota	John	B-206		6 Riley				
3	1002	Galley	Barbara	B-206		6 Riley				
4	1003	Deter	Jacob	B-206		6 Riley				
5	1004	Williams	Jason	B-206		6 Riley				
6	1005	Jacobson	Wilma	B-206		6 Riley				

- Additional fields:*
- School Name
  - School Year
  - Student Address
  - Barcode
  - Student ID
  - S.S. Number
  - Home Phone
  - Emergency Phone
  - \* other

\* Indicate the additional field of data needed on the Digital Work Order