ACCUPRESS

Release Number- _____ **VP-** _____

PROJECT ORDER FORM

POST OFFICE DRAWER 990 / 128 EAST CYPRESS STREET / VILLE PLATTE, LOUISIANA 70586 / 800-542-8283 / 337-363-6934 FAX

This form is interactive. You Can type in all required data, Then simply print, sign, and submit

☐ Compact Discs ☐ DVD ☐ VHS ☐ Cassette ☐ Promotional Printing ☐ Short-Run

Quantity	Item Description	Item Price	Total
		Subtotal	
		4% St. Tax	
		Total	
		Deposit	
		Balance	

Payment Methods:

☐ Cash ☐ Money Order ☐ Check # ☐ Visa ☐ MasterCard ☐ On Account

Credit Card Information			
Name On Card			
Card Number		Exp. Date:	
Signature			

Billing Address:

Name:					
Address:					
City:		State:		Zip:	
Phone:		Fax:		Email:	

Shipping Address:

Name:					
Address:					
City:		State:		Zip:	

ACCUPRESS guarantees that your work will be done according to the specifications and instructions given. Any other instructions must be mentioned before production begins to prevent additional charges. Production will begin once proofs have been approved in writing. Once approved, any typos, omissions or errors are the responsibility of the customer and can only be corrected at the customer's expense. Failure to request a matchprint proof, places all responsibility on the customer. ACCUPRESS is not responsible for any print discrepancies, if a matchprint proof is not requested with the order.

Customer warrants that they have the legal ownership of all materials, including print, photos, music, or art to be duplicated or have obtained the proper publishing permits, contracts, mechanical licenses, etc. and can provide documented proof of such.

10% over or 10% under the initial quantity ordered constitutes a complete order. Customer may be billed for actual amount completed.

Proofing materials during production renders all sales final. Any problems with an order must be reported to ACCUPRESS within 5 working days upon delivery of order. Once finished materials enter the stream of commerce, they are the customer's responsibility. Any disputes will be settled under Louisiana law.

All completion dates estimated by ACCUPRESS are only estimates. ACCUPRESS is not liable for any losses in revenue or otherwise due to unexpected or accidental delays in the manufacturing process or during shipping. It is a good idea not to schedule a release party, until you have your product in hand. It is an industry practice to work from duplicates of original materials. ACCUPRESS is not responsible for damages to original art, photos, audio masters, or other valuables of the customer. All materials used in the manufacturing process remain the property of ACCUPRESS. If requested, original materials may be returned at the customers expense. ACCUPRESS is not responsible for storing, protecting, or returning any materials submitted for a project.

A deposit 50% of the total price is required on all duplication, and color printing, with balance due before shipping. Shipping charges are applied to all deposit orders. 100% prepayment waives all standard shipping cost. Full prepayment is required on promotional material orders (posters and promo photos, etc.).

ACCUPRESS the right to change prices, colors, materials, specifications, and quantities mentioned without notice or obligation.

ACCUPRESS reserves the right to refuse an order, void any quotation, or cancel production at any time with no liability for monetary losses to the customer. Customer will be billed for work completed up to the date of cancellation of the project.

Prices are subject to change without notice.
(c) 1999 Accupress.

Terms and Conditions

Signature:		Date:	