



Please send this form with your data and artwork (artwork on a separate disc) with payment (if by cheque) to: Trace Services Ltd, Woodside House, 18 Walsworth Road, Hitchin, Herts, SG4 9SP

DUPLICATION ORDER FORM

Your Details

Contact Name _____
Company Name _____
Company Address _____

Telephone Number _____ Postal Code _____
Email Address _____

Your Order (Please place a tick clearly in the appropriate box)

Project/Disc Title _____
Quantity Required _____ Delivery required by _____

What type of media would you like to duplicate?

CD-R CDROM DVD-R DVDROM 8cm CD Business Card

What method of printing should we use on the media?

Thermal Ink-Jet Silk-Screen Lithographic

Which of the following packaging options do you require?

Paper Sleeve Jewel Case DVD Case Clam Shell Clear PVC Wallet Slim-line Jewel Case

Other Packaging _____

Delivery Address - If different from above?

Contact Name _____
Company Address _____

Telephone Number _____ Postal Code _____
Email Address _____

What delivery service do you require? (Deliveries will be charged according to weight and service required)

Next day (9am - 5.30pm) Next day (by 9am) Next day (by 10.30am) Next day (by 12 midday) Sameday

Which payment method will you require? (Please make cheques payable to Trace Services Ltd)

Cheque (Subject to Clearing) Debit Card Credit Card Bank Transfer

Declaration

I hereby authorise Trace Services Ltd to proceed with production as set out in this form. I have also read and accept the terms and conditions below. COPYRIGHT INDEMNIFICATION: By signing this form, I confirm that I have full rights to duplicate the content and to print the artwork I have supplied to Trace Services Ltd and agree to fully indemnify Trace Services Ltd against any claims that arise.

Signed _____ Position _____
Name _____ Date _____