

Customer Purchase Order to Summit Sound Inc., Westport, On K0G 1X0 1-800-403-9755

Includes Summit Terms. Conditions & Guarantee

SummitPO#2

Summit Invoice or Quote # _____

Date: _____

Purchaser Information (Fill in all blanks that apply):

Artist Client Name: _____

Address: _____ City _____ Prov/State: _____

Postal Code: _____ Contact person: _____

Shipping Address If Different: _____

Email address: _____ Fax No: () _____ - _____

Daytime Phone: () _____ - _____ Evening () _____ - _____

Alternate Contact Info: _____

Date finished CDs requested: _____

This form to be completed by clients providing their own digital files for output to film.

If you are having Summit do your cover design, providing your own CMYK films & colour keys OR pre-printed CDcovers fill out Summit PO#1 instead.

Before you begin, please answer the following questions:

1. Is your graphic designer a professional working on a Mac using QuarkXpress, Adobe Photoshop and/or Illustrator?

2. Do you fully understand, crop marks & bleed, print/film specifications, CMYK and Pantone colour matching systems and how they all relate to this job?

3. Does your design incorporate self-scanned (300dpi only) photos for which colour matching is NOT important?

4. Have you downloaded and successfully used Summit cover layout templates from the Summit website for your layout?

5. Are you confident enough in your technical skill as designer to be fully liable for the outcome of this job?

If you are unsure of the answer to ANY of these 5 questions, PLEASE consider having Summit or another design professional prepare your cover films or digital files.

Failure to do so may result in extra expense... You've been warned!

Customer Liability for Supplied Files:

If you check one of the 2 boxes below, please recognize that by doing so, you assume certain liabilities that are beyond the control of Summit Sound Inc. and as such agree that ANY additional cost(s) required to remedy problems with your supplied materials or modify them to Summit specifications will be added to your final invoice. Please initial here: _____ indicating you understand.

☐ I will supply my own 2550dpi CMYK, right reading, emulsion side down negative cover films & colour keys or laminated proofs.

☐ I will supply digital files on a Summit template prepared to Summit specifications with a colour print-out of my final layout.

If you provide digital files, the liability of Summit Sound shall be limited to outputting exactly what you provide. In the event that Summit is required to correct problems with your supplied materials, we cannot be responsible for errors in the layout, artwork, colour or typesetting once work has progressed beyond the artwork stage.

Disc Product being ordered:

How many CDs are you ordering? **Quantity** _____ ☐ Music CD ☐ CD ROM ☐ DVD ☐ CDR

How many colour disc imprint? _____ Keep in mind that discs are silver, so adding a white background adds the colour WHITE

☐ Check here ONLY if you require NO disc packaging (ie. you want imprinted discs on spindles)

Do you require standard Jewel Boxes? ☐ YES ☐ NO *If No, do you intend to use alternative packaging (other than jewel boxes)? Please describe:* _____

If using Jewel boxes, what colour of tray would you like (specify one): ☐ CLEAR (for 2 sided tray cards) ☐ BLACK ☐ WHITE

Cover Printing:

Will Summit Sound Inc. be printing your CD cover? (Highly recommended) ☐ YES ☐ NO Quantity to be printed: _____

Will you provide your own covers? (Not recommended) ☐ YES ☐ NO

Have you requested complete Summit printing specs to avoid extra packaging charges if supplied covers are non-standard and require manual packaging? ☐ YES ☐ NO

All Summit printed covers include a matching tray card. Please describe your CD cover: (please check one)

☐ Flat Card ☐ Folder ☐ Booklet ☐ DigiPak ☐ Other, please specify _____

How many finished pages will your folder or booklet have? _____ How many panels? _____ (Panels would be 1/2 of pages)

Describe how your covers will be printed (please check one only)

☐ Black & white printing one side only (1/0) ☐ Black & white printing on both sides (1/1)

☐ Colour printing one side only (CMYK4/0) ☐ Colour printing on front & B&W print on back (CMYK4/1)

☐ Colour printing on both front & back (CMYK4/4) ☐ Other: _____

Cover Design/CMYK Film output

I will supply: ☐ MAC ☐ PC digital files to Summit specs ready for output to film*. (Note: Extra charges will usually apply to PC files)

Please list all page layout, photo manipulation & drawing programmes used: _____

☐ I understand the difference between drum and flat-bed scans and have supplied all scanned images at 300dpi, converted RGB files to CMYK and saved all images in EPS or TIF format.

☐ I have included all Mac fonts OR converted all PC fonts to curves and embedded them as vector (ie. Adobe Illustrator) files.

I wish to see a Summit laser proof of my digital files before going to final film & colour keys? ☐ YES ☐ NO **Fee: \$5 per Page.**

I wish to view the final CMYK colour keys before going to print? ☐ YES ☐ NO **Fee: \$25.**

Initial here ONLY if you have approved all proofs OR wish Summit Sound to proceed without showing you additional proofs: by initialing, I understand that I am responsible for any errors once work has progressed beyond the "artwork" stage Initial _____

Audio Disc Master Information: (please choose one)

☐ My master was created by Summit Sound Inc. and I have approved a final "redbook" CDR with P&Q subcodes for production.

☐ I have supplied a production ready "red book" master with P&Q subcodes: ☐ CDR ☐ PCM 1630

☐ I have supplied an audio master in the following format but require Summit to provide additional CD pre-mastering services at a rate of \$60/hr. I have also included a cue sheet with all titles & start-stop times (please state master format supplied)

☐ CDR/DVD ☐ DAT Tape at ☐ 44.1khz for CD (or _____ khz requiring conversion) ☐ Analogue Please specify format: _____

Do you require an additional CDR proof of your master before going into production? ☐ YES ☐ NO **Fee: \$25.**

Initial here ONLY if you have approved your CDR master OR wish Summit Sound to proceed without a further CDR proof: by initialing, I understand that I am responsible for any errors on my master CDR and that my finished CDs will be "clones" of the master I am hereby approving. Initial _____

Please state any special requirements here: _____

Acknowledgement: Based upon the above supplied information and a written quote or invoice from Summit Sound Inc. I understand that ANY additional work required will be at extra cost. I also understand that Summit Sound Inc. requires a 60% deposit (based on my Summit quote or invoice) and this contract signed by me (plus any applicable copyright clearances in-hand) in order to begin my job. Balance of my payment, subject to a 10% production under or over run, is due upon completion of order, (including freight) before shipping. **Amount of Deposit received \$** _____ **Date:** _____ **By:** _____ **Customer Please Initial Here:** _____

I have read this Purchase Order form as well as the Summit Sound guarantee (and terms and conditions of sale) and agree to abide by these terms.

Date: _____ **Signature:** _____ **Print name:** _____

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