

**MANDATORY INDEMNIFICATION AGREEMENT**

(Production Services / AZ requires an officer of your company to sign the following agreement to help protect you, your material, our suppliers, and ourselves. This form is required before any production can be performed. Return this form with your materials.)

\_\_\_\_\_, (the "Customer"), by executing below, hereby represents and warrants with respect to any and all data, recorded or printed materials, delivered to Production Services / AZ. (PS/A), in connection with this Agreement that: (1) the Customer has obtained all rights, and permissions required to be obtained, to have this data/photos/artwork supplied by the Customer to PS/A replicated or manipulated without infringing any trademark, copyright, contract, or property rights and has paid any and all royalties required to be paid, pursuant to any contractual agreements governing such materials and the Copyright Law of the United States of America and any other applicable statutes or comparable law of any other jurisdiction regulating the rights and use of data, recorded and printed materials: (2) the Materials do not contain matter which constitutes a libel or defamation of, or an invasion of the right of, privacy or publicity of any individual: and (3) the Materials do not contain obscene and/or pornographic matter as defined by local laws.

In consideration of PS/A supplying products herein and providing the services to the Customer under this Agreement, the Customer hereby indemnifies and holds PS/A harmless from and against any and all claims, threats, suits, penalties, liabilities, costs and expenses (including without limitation, legal fees, costs, and disbursements) incurred, suffered or expended by or threatened against PS/A by reason of, or arising out of, any claim for royalties pursuant to contractual agreement governing the data, recorded and printed material delivered to PS/A pursuant to the Agreement and any claim of infringement of copyright or of any claim for royalties pursuant to the Copyright Law of the United States of America or any other applicable statutes or comparable law of any other jurisdiction regulating the rights and use of data, recorded and printed materials.

\_\_\_\_\_  
Corporate Officer - Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Date



PRODUCTION SERVICES / AZ  
P.O. Box 327  
Cave Creek, AZ 85327  
  
voice: 800.284.3678

**SUITABILITY OF MATERIAL USE DISCLAIMER**

(Production Services / AZ requires an officer of your company to sign the following statement to help protect you, your material, our suppliers, and ourselves. This form is required before any duplication can be performed. Return this form with your materials.)

\_\_\_\_\_, (the "Customer"), by executing below, hereby represents and warrants with respect to any and all data, recorded or printed materials, delivered to Production Services / AZ. (PS/A), in connection with this Agreement that: (1) the Customer has expressed to PS/A It's correct intended use and need for this material and that (2) the Customer has determined through their review or use of the materials supplied to PS/A that the program material works as needed and the quality and acceptability of the product is suitable for the customer's needs, and (3) Customer hereby gives his/her permission and approval for PS/A to duplicate, replicate, manipulate this material as is with changes as requested or as it will be presented by the Customer. The Customer also hereby releases PS/A of any responsibility for the quality of the final product should the Customer not have personally reviewed this material and holds PS/A harmless against any claims of unsuitability should the Customer not have reviewed any test materials supplied by PS/A for his/her review if such review materials were ordered by the Customer. The Customer also recognizes that normal manufacturers' warranties apply to all materials used in the manufacturing and packaging of the material to the extent of the original manufacturers' policy.

CHANGES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No Changes Required: [  ]

\_\_\_\_\_

Corporate Officer - Print Name

\_\_\_\_\_

Title

\_\_\_\_\_

Signature of Officer

\_\_\_\_\_

Date



PRODUCTION SERVICES / AZ

P.O. Box 327

Cave Creek, AZ 85327

voice: 800.284.3678

<mailto:cd@psavideo.com>

<http://www.psavideo.com/>

# PRODUCTION ORDER FORM

DATE: \_\_\_\_\_

P.O. # \_\_\_\_\_

## SHIPPING AND BILLING INFORMATION

CONTACT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

BILL TO: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SHIP TO: **Same** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PHONE: \_\_\_\_\_

*\* If multiple shipping locations, attach one separate paper*

( ) TAXABLE ( ) TAX EXEMPT # \_\_\_\_\_ CERTIFICATE ON FILE: ( ) YES ( ) NO  
 ( ) OUT OF STATE (AZ) SALE

SHIPPING METHOD:	( ) FED-X P1	( ) MESSENGER - 2 HOUR	REQU'R'D: _____
	( ) UPS RED	( ) MESSENGER - NO RUSH	_____
	( ) AIRBORNE OVERNIGHT	( ) EMAIL TO: _____	_____
	( ) UPSG	( ) OTHER: local	_____

SHIPPING PAYMENT: ( ) BILL TO MY ACCOUNT ( ) DEPOSIT SENT ( ) PREPAY & INVOICE ME

## PROJECT QUOTE INFORMATION

Time to Complete:	0	hours	Terms: <b>COD unless prior credit has been established. (deposit required)</b>
Hourly Rate:	\$150.00	(Multimedia Production Time)	
Total Production Rate:	\$0.00	(Changes to your project will be reflected in the final billing)	
Estimated Materials:	\$0.00	(Test ZIP disks and/or CD's, client copies etc.)	
Estimated Project Cost:	\$0.00	(NO additional charges will be added without your approval in advance)	
Deposit Required:	\$0.00	(Due prior to start of project)	
Balance Due:	\$0.00	(Due upon completion according to current terms)	

Project Name: \_\_\_\_\_

Due Date: \_\_\_\_\_

After Hours Contact: \_\_\_\_\_

Final Media Required: ( ) CD ( ) WEB ( ) DVD ( ) VIDEO ( ) ART ( ) OTHER: \_\_\_\_\_

Copies Needed: \_\_\_\_\_

Additional Instructions Provided?: ( ) Printed Screens ( ) Project on File ( ) Previous Versions ( ) CD/Video/DVD Samples

Production Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Client:** Please be sure to approve forms 1 and 2 of this package. The tabs are at the bottom of this form.

This quote is provided as a "Not-To-Exceed" price not including any client changes. Any postage, freight or other special charges will be added to the final invoice.



# CD / DVD PACKAGING

## DISC HOLDERS

- JEWEL CASE
- TYVEK SLEEVE
- WINDOW TYVEK SLEEVE
- PAPER SLEEVE
- PLASTIC SLEEVE
- CUSTOMER SUPPLIED CD HOLDER
- SPINDLE WRAPPED
- SHRINK WRAPPED
- WAFER SEAL
- OTHER: \_\_\_\_\_

## PRINTED MATERIAL

- FRONT BOOKLET FOLDER
- BACK TRAY CARD
- REPLY / REG. CARD
- STICKER, QTY. \_\_\_\_\_
- CLIENT SUPPLIED
- OTHER: \_\_\_\_\_

**SEND MATERIALS TO:**  
**PRODUCTION SERVICES / AZ**  
 P.O. Box 327  
 Cave Creek, AZ 85327  
 (call for FedEx shipping address)  
 800.284.3678  
<mailto:cd@psavideo.com>  
<http://www.psavideo.com/>

**COMMENTS:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PLEASE DO NOT WRITE IN THIS SPACE:**  
 P.O. # \_\_\_\_\_ INV. #: \_\_\_\_\_ SHIPPING DATE: \_\_\_\_\_  
 SHIP \$ \_\_\_\_\_ METHOD: \_\_\_\_\_

**PRODUCTION SERVICES / AZ**  
*Production Order Form.xls 4/1/02*

# PHOTO & GRAPHICS INSTRUCTIONS

## PRINT COLOR/S

- 1 COLOR
- 2 COLOR
- 3 COLOR
- 4 COLOR PROCESS ( ) SPOT
- BLACK ONLY
- OTHER: \_\_\_\_\_

## ARTWORK INPUT

- DISK
- E-MAIL / FTP SITE
- Compressed
- Uncompressed
- OTHER: \_\_\_\_\_
- USE EXISTING BASE ART IN FILES

- CALL ME FIRST
- PROCEED

4 COLOR PROCESS REQUIRES 5TH COLOR - WHITE UNDERPRINT ON CD'S/DVD'S

**DID YOU REMEMBER TO SIGN THE ATTACHED PRECEEDING FORMS?**

## ARTWORK FORMAT:

- QUARK
- PHOTOSHOP
- ILLUSTRATOR
- FREEHAND
- FLAT ART

## VERSION:

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

## FORMAT:

- MAC
- WIN 95
- WIN 98
- WIN NT

## FONTS:

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

## PHOTO MATERIALS PROVIDED AS:

- DISK
- EMAIL

FILE NAME: \_\_\_\_\_  
 FILE NAME: \_\_\_\_\_  
 FILE NAME: \_\_\_\_\_

- 35MM SLIDE      HOW MANY: \_\_\_\_\_
- TRANSP.            HOW MANY: \_\_\_\_\_
- FLAT ART            HOW MANY: \_\_\_\_\_

## ART PROOFS REQUESTED:

- MATCH PRINT
- LAZER
- DYE SUB
- EMAIL
- WEB POSTED
- HARD MAIL
- PICK UP
- FAXED

## PLACE PHOTO/ART:

- AD
- WEB
- CD / DVD
- EMAIL RETURN
- STAND ALONE
- AS DISCUSSED
- \_\_\_\_\_
- HOLD !!!!!

(if you have been assigned an email address for your project, please be sure to send to that address)  
 (Be sure to number and list all misc. materials such as slides, transparencies, disks etc.)  
 (Use additional MSWORD document/s as necessary to complete your instructions)