



Compu Expert Distribution, Inc.

833 Lawson Street., City of Industry, CA 91748

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Please help us service your needs by answering all that apply below- double-clicking the check boxes, and clicking & entering the pertinent information where prompted.

PRE-PRODUCTION CHECKLIST:

1. Purchase Order: [Enter PO#] Title: [Enter Title/Artist] Quantity:[Enter Quantity] Due: Standard 7 Days or Rush;[mm-dd-yy]
- 2- Data Format: DLT; DVD-R; Stamper; CD-R
- 3- Authoring Required: NO; YES; [Enter Requirements]
- 4- Replication Type: DVD-5; DVD-10; DVD-9; Printing Only; CD
- 5- Data-Check-Disc: NO; YES
- 6- Print Material: Film; Match-print; Artwork
- 7- Printing Preference: Silkscreen; Offset
- 8- Colors: 5; 4; 3; 2; 1; White Base
- 9- Print-Check-Disc: NO; YES
- 10- Packaging Preference: 100-ct Spindle; 125-ct Spindle; Basic; Special (Below)
 *Basic includes: amaray case, disc & inlay insertion, wrap, 100-ct cartons.
- 11- Packaging Options:
- | | | | | | |
|------------------|----------------|---------------------|-----------------|--------------------|-----------------|
| <u>Disc Case</u> | <u>Booklet</u> | <u>Labeling</u> | <u>OPP Wrap</u> | <u>Carton Size</u> | <u>Security</u> |
| Amaray | 1 | Bottom Spine | YES | 30-ct | Sensor Tag |
| Dual-Disc | 2 | Side Spine | NO | 100-ct | Seal Label |
| Jewel | 3 | Top Spine (Barcode) | | Other | |
| Slim | | Spot; [Position] | | | |
| Wallet w/ Wrap | | | | | |
| Paper Sleeve | | | | | |
- 12- Shipping Method: Pick Up; [Freight Carrier Name] Air Freight; Ocean Freight; UPS; FDX

Special Instructions: [Enter text exactly as you would like it to appear on inner hub] [Type any other instructions, requests, questions, or concerns here]

Thank you for completing our checklist. If you have any questions or need further assistance, please do not hesitate to contact us. Our Customer Service Department will gladly assist. We appreciate the opportunity to be your optical media solutions provider. [Review] or [Print] or [Send] checklist