

TOTAL TAPE SERVICES, INC.

1479 Ridge Top Way • Clearwater, Florida 33765 • (727) 799-3100 • Fax (727) 799-3705

Client Name _____

Shipping Information:

Band/Business _____

Name _____

Address _____

Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Shipping Method UPS Ground Overnite

GENERAL ORDER FORM

Quantity	Description	Total

TERMS AND CONDITIONS - PLEASE NOTE:

OUR 100% QUALITY GUARANTEE

We guarantee that the quality of your finished product will match the proofs and tests you approved or we will replace the product for free. If there is a problem with your order, please notify us within 30 days so that we may remedy that for you.

PAYMENT POLICY

Cash, certified checks, money orders, Visa and Mastercard are accepted. Personal checks must clear our bank and may delay your order. Fifty percent deposit required to begin project. Balance due upon proof approvals.

QUANTITY ORDERED POLICY

All orders subject to 10% UNDER AND OVER RUN. You may end up with more or less than you ordered. You will be charged for the exact quantity shipped.

TURNAROUND TIMES

While Total Tape Services, Inc. will do everything possible to meet acceptable delivery dates, these are only estimates and we disclaim any liability for delays. Please allow extra time when scheduling your release promotions.

CUSTOMER SUPPLIED MATERIALS

When submitting material for Total Tape Services, Inc., customer acknowledges and agrees that neither Total Tape Services, Inc., its agents or employees, will be liable for any loss or damage to the material submitted following receipt and during the processing service (even though due to our fault or negligence). Neither Total Tape Services, Inc., its agents or employees makes any other warranty or assumes any risk and shall not be liable for any indirect special, incidental or consequential damages resulting from customer's use of duplication services. This agreement excludes specifically any counteroffers by customer including without limitation statements of value in excess of replacement cost or requests for special handling.

COPYRIGHT

Customer warrants that the material being submitted for duplication is not protected by a third party copyright owner or if protected, the customer has obtained permission of such third party copyright owner to make copies.

Signature _____

I have read and understand the terms and conditions and
authorize Total Tape Services, Inc. to proceed with my order

PLEASE ENCLOSE:

- Master CD-R & tracksheet
- Output-Ready Graphic Files
- IPR Form
- This form, signed
- 50 % Deposit
 - Cash
 - Cashiers Check
 - Money Order
 - Credit Card #

ADDITIONAL CHARGES

• Graphic design	\$50/hr.
• Audio editing/mastering	\$75/hr.
• Recording studio	\$65/hr.
• 10 hour studio block	\$50/hr.

ANY QUESTIONS? PLEASE CALL (727) 799-3100

Type _____ 3 digit code _____
Exp. Date _____