



Healey TMS Inc, 80 Colonnade Rd. N, Unit 1A, Ottawa Ontario K2E 7L2
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ORDER FORM **This form must accompany every order**

Order Checklist:

Make sure you include the following with your package:

- 60% deposit or full payment (Money Order, Certified Check, Credit Card)
- Signed Replication Rights Form
- Signed Duplication Agreement
- 2 copies of your Audio Master (preferably on CD-R)
- Artwork either supplied on CD-R or uploaded to our FTP site.

Supplied Design Checklist:

- Every Manufacturer/Printer may have slightly different templates and you will automatically be charged an "Out of Template" fee of \$50US or \$60CDN if you do not use OUR templates.
- Design has been created at the minimum 300dpi resolution
- Artwork has been supplied in a useable format according to our online specs. Please see the Design & Resources section of www.healeytms.com
- You have an 1/8" bleed surrounding all of your design
- *****Please note:** *If your artwork is submitted and does not conform to our required posted specs, a \$50US/\$60CND fee will apply for you to make the necessary changes and resubmit your artwork files in the correct format. Our minimum design fee is \$50US/hr or \$60CND/hr for us to make ANY changes to your submitted artwork files. Any delays in receiving workable artwork files, will delay the entire production of your project and will compromise your delivery date. Please spend the extra time to read our posted design specs, before submitting your order to avoid these additional charges and delays.*

Full Design Checklist:

- You have supplied us with an electronic version of any text via e-mail, on disc, etc... (re-typing text is NOT included in the cost of a full design)
- Any digital image files (photos, logos, etc...) are at least 300dpi or supply us with hard copies we can scan in.

Audio Master Checklist:

- Use ONLY high-quality media
- Burn CD-R at the slowest speed possible
- CD-Rs must conform to Red Book standard
- Make back-up copies, do not send us the only copies of your Master
- CD-Rs should be packaged in single jewel boxes (not envelopes) to protect them from damage during shipping.

If you have any questions regarding any of the above, feel free to call us anytime! 800-835-1362.

Signature of Authorized Person

Date

(Print) Name of Authorized Person