



# Intellectual Property Rights (IPR) Form

To be submitted with every order.

- Letters of Indemnity are not adequate.
- **LICENSED** content requires proof of licensing for replication.
- **OWNED** content indicates the individual/organization completing this form is the IPR owner.
- Must be completed by the organization soliciting replication and not a broker or intermediary.

Album/Project Title \_\_\_\_\_

Distribution Within an organization\_\_\_\_ Retail\_\_\_\_ Free to public\_\_\_\_ Other\_\_\_\_\_

Countries Where Distributed \_\_\_\_\_

Are you the IPR owner for the entire disc contents? \_\_\_\_ YES \_\_\_\_ NO\*

Complete the section(s) below describing the content that is applicable to the media you have ordered. MP3 or Enhanced Disc content requires completion of both ROM and Audio sections.

## 1. CD-ROM / DVD-ROM Content

**\*If Not IPR owner, list all included non-owned software, freeware, and shareware products. Attach necessary distribution licensing documentation from the IPR owner.** Some shareware and freeware products require distribution licensing. Consult the software vendor for what is necessary.

## 2. CD / DVD Audio Content

Check Here if COMPILATION \_\_\_\_\_

Artist(s) \_\_\_\_\_ Content/Music Type \_\_\_\_\_

An attached list of track title, artist, and IPR owner is REQUIRED. Sampling/mixing of additional recordings not owned (regardless of type, quantity, and length) requires licensing of those original recordings.

**\*If Not IPR owner, proof of replication licensing from IPR owner for licensed tracks is REQUIRED.**

## 3. CD / DVD Video Content (if Audio is separately licensed, complete Audio section and provide necessary Audio/Video Synchronization licensing)

**\*If Not IPR owner, proof of replication licensing from IPR owner is REQUIRED.**

*I declare that all information provided herein is true and that all disc contents indicated as being "licensed" are properly licensed for replication under the terms of the original rights holder(s). I further declare that I am the intellectual property rights owner for all contents indicated as being "owned" and I authorize its duplication. I understand that in accordance with the Anti-Piracy Compliance Program procedures and standards of the International Recording Media Association (available at [www.recordingmedia.org](http://www.recordingmedia.org)), the replicator reserves the right to refuse the processing of any order not complying with the Anti-Piracy Compliance Program guidelines.*

Print Organization Name & Telephone # of Party Soliciting Order \_\_\_\_\_

Signature of Representative from Party Soliciting Order \_\_\_\_\_

Print Name, Title, & Date \_\_\_\_\_



# CD/DVD Order Form



5211 Lancelot Dr.  
Indianapolis, IN 46228  
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www.tridigitalsolutions.net

## CUSTOMER INFORMATION

Bill To: \_\_\_\_\_  
\_\_\_\_\_

Ship To: \_\_\_\_\_  
\_\_\_\_\_

Attn: \_\_\_\_\_  
PO# \_\_\_\_\_

Attn: \_\_\_\_\_  
Phone: \_\_\_\_\_

Sales Contact: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Graphics Contact: \_\_\_\_\_ e-mail address: \_\_\_\_\_

## ORDER INFORMATION

Title: \_\_\_\_\_

Quantity: \_\_\_\_\_

Master Arrival Date: \_\_\_\_\_

Art Arrival Date: \_\_\_\_\_

Date Project Must Arrive Complete: \_\_\_\_\_

## ARTWORK AND PACKAGING INFORMATION

No. of colors on disc \_\_\_\_\_

Print Material: Jewel case insert (circle one) 4/0 4/1 4/4 Tray Card (circle one) 4/0 4/1 4/4

Packaging type: \_\_\_\_\_

Special Services: \_\_\_\_\_

## SHIPPING INFORMATION

Ship Acct#: \_\_\_\_\_

Preferred Carrier: \_\_\_\_\_

## SPECIAL INSTRUCTIONS:

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