



**ATLANTA MANUFACTURING GROUP**

1040 BOULEVARD SE, SUITE L

ATLANTA, GA 30312

(P) 404-230-9559 (F) 404-230-9558

www.amgcds.com

**contact/order info** **disc content**

Artist \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date: \_\_\_\_\_  
 CD/DVD quantity: \_\_\_\_\_ Print quantity: \_\_\_\_\_

<b>master</b> <input type="checkbox"/> CD <input type="checkbox"/> PMCD <input type="checkbox"/> Exabyte/DDP <input type="checkbox"/> DLT <input type="checkbox"/> DVD-R <i>please include track listing</i>	<b>final product format</b> <input type="checkbox"/> Audio CD <input type="checkbox"/> CD-Rom <input type="checkbox"/> Enhanced CD <input type="checkbox"/> DVD 5 <input type="checkbox"/> DVD 9 <input type="checkbox"/> DVD 10
--	--

Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

**packaging description**

**Shrinkwrap:**  yes  no

**jewel case:**  black tray  clear tray  
 other (charges apply) \_\_\_\_\_

**cardboard sleeve:**  
 Number of Panels \_\_\_\_\_

**digipak:** (adds \$100 to Setup Fee)  
 Number of Panels \_\_\_\_\_

**bulk on spindle**

**amaray** (standard DVD case)

**other** \_\_\_\_\_

**art stage**

Graphic Design Contact \_\_\_\_\_ Phone: \_\_\_\_\_ email: \_\_\_\_\_

**art on disc**

File formats accepted (other programs may incur additional charges):  
 Illustrator,  Quark Xpress,  InDesign,  Photoshop or  PDF

Printouts provided  Folding mockup provided (required for 8 panels and over)

- AMG templates and specs can be downloaded at [www.amgcds.com](http://www.amgcds.com).
- Mac time for corrections will be billed at \$100 per hour (\$50 min) and any changes must be submitted in writing (fax or email).

**uploaded to ftp server**

**server:** ftp.amgcds.com  
**user id:** u50991342-ftpuser  
**password:** password

file name: \_\_\_\_\_

\* Please call one of our representatives once your files have finished uploading. Thank you.

**printed materials provided**

You are welcome to supply your own printed materials. Please call to discuss specs and any other details. Additional charges will apply if; tray cards are not perfed, inserts are not folded for machine insert, quantity is not 10% over CD order quantity.

**disc imprint** **insert** **jewel case tray card**

**CD/DVD imprint colors:**

**Silkscreen** - (spot color) printing:  
 \_\_\_\_\_ **Number of Spot Colors**  
 (\$25.00 setup fee per color)

**Upgrade to full color printing!**  
**CMYK** - Offset printing: 200 LPI  
 (\$99.00 setup fee for 500+ units)

**Other Printing** - Please specify:  
 \_\_\_\_\_

**List colors** (Pantone colors required for spot colors):

--	--	--	--

**White Flood printed on disc surface**  
(counts as 1 color)  
 **Yes**  
 **No**

\*Our CDs/DVDs are silver

**Folder** # Panels/ Pages \_\_\_\_\_  
 **Booklet** \_\_\_\_\_

**Front:**  
 Color (CMYK)  
 B&W  
 Other \_\_\_\_\_

**Back:**  
 Color (CMYK)  
 B&W  
 None  
 Other \_\_\_\_\_

**Inside:**  
 Color (CMYK)  
 B&W  
 None  
 Other \_\_\_\_\_

**Outside:**  
 Color (CMYK)  
 B&W  
 Other \_\_\_\_\_

\* Please call us to discuss any special inks or printing.





# Intellectual Property Rights (IPR) Form

To be submitted with each new order sent for replication

**This form must be completed by the individual or organization soliciting replication and not a broker or intermediary**

- > 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.

Title of Project: \_\_\_\_\_

How will product be distributed?  Within an organization  Retail  
 Free to public  Other \_\_\_\_\_

In which countries will product be distributed? \_\_\_\_\_

Do you own the Intellectual Property Rights for the contents of the ENTIRE recording or project?

YES  NO

- > Mark "YES" if you are the **OWNER** of the intellectual property rights of **ALL** the content on the disc.
- > If the answer is "NO", you **MUST PROVIDE PROOF OF LICENSING** (permission from the actual owner of the content) before replication can begin.
- > Proceed to the section (1,2, or 3) below that applies to the content of your disc. MP3 or Enhanced Disc content requires completion of both ROM and Audio sections.

## 1. CD-ROM / DVD-ROM Content : \_\_\_\_\_

(describe the content of the disc)

- If you are not the IPR owner of ALL content on the disc, list on page two of this form or on a separate sheet all non-owned software, including freeware and shareware products (such as Acrobat Reader, Apple Quicktime, Internet Explorer, MS Powerpoint Viewer, etc.):  
\_\_\_\_\_
- For any non-owned software, attach necessary distribution licensing documentation from the software vendor/publisher. (You should consult the software vendor for what is required)

## 2. Audio (CD or DVD) Content:

Is this a COMPILATION?  YES  NO

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

- **A list of 1) TRACK TITLE, 2) ARTIST and 3) IPR OWNER** (typically the performer or record label) for each track on the disc is **REQUIRED** for ALL audio titles, even if you own the content and performing rights for all recorded tracks. (see page two of this form)
- If you are not the IPR owner (typically the performer or record label) of every track, you must provide proof of replication licensing from IPR owner.
  - > Sampling/mixing of additional recordings not owned (regardless of type, quantity, and length) requires licensing of those original recordings.
  - > "Cover versions" of songs written by someone other than the performing artist require proof of mechanical licensing or compulsory licensing.

## 3. Video (CD / DVD) Content: \_\_\_\_\_

(describe the content of the disc)

- If you are not the IPR owner of the video content, proof of replication licensing from IPR owner is **REQUIRED**.
  - > If there are audio tracks in the video that are separately licensed, complete Audio Section 2 above and provide necessary Audio/Video Synchronization licensing

*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.*

Name of Company, Organization or Individual Soliciting Order \_\_\_\_\_

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

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

(must be completed by individual or organization ordering replication, not by a broker or intermediary)



# Intellectual Property Rights (IPR) Form

(must be submitted with every new order)

Page Two of Two

**Please use this chart to:**

- List track titles, artist(s) and IPR owners for ALL tracks on audio discs
- List chapter titles and any music titles used on Video discs
- List all copyrighted software on CD or DVD ROM discs, including:
  - software copyrighted by your company or the company that developed the CD for you
  - any other executable (.exe) files not owned by you or your company (this includes applications by Microsoft, Apple, Intuit, Corel, Adobe, etc.
  - any shareware or freeware executable (.exe) files on the disc (Acrobat Reader, Macromedia Flash, Apple Quicktime, Internet Explorer, Netscape Navigator)

No.	Artist/Creator	Song/Chapter/File Name	Time/Size	Performance (IPR) Owned By: <sup>1</sup>	Licensed from: <sup>2</sup>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

**(Please continue on another sheet if you have additional songs or files)**

<sup>1</sup>If you are performing a 'cover tune', you probably own your own performance of that song (IPR), which is what this column is asking for. For 'cover tunes', you must provide mechanical licensing to perform the work from the publisher or from the Harry Fox Agency ([www.songfile.com](http://www.songfile.com)).

<sup>2</sup>If you don't have the rights to a performance (i.e., someone else owns the master recording), then you must obtain a license to include the performance on your disc and include proof of license agreement with your order.