



Indemnification Agreement

Archive # _____ (for A\S representative)

The Customer indicated below warrants that it possesses all right (Copyright, Intellectual Property rights, and all other rights) necessary to and legal property of all Material submitted through Affordable Sound in connection with the production, printing, publication, and or distribution under this agreement and has obtained all necessary permits, authorizations and/or licenses in connection therewith.

The Customer indicated below agrees to indemnify, defend, protect and hold Affordable Sound; and their respective officers, directors, agents, members, associates and employees harmless, from against any loss, damage, fine, penalty, claim(s) or other liability arising from the production, printing, publication and/or distribution of the material, including, without limitation, claims for copyright infringement and/or royalties, including all legal expenses and disbursements incurred by Affordable Sound upon request, all necessary documentation for a supplied data source, including all pertinent copyright and licensing information.

A\S reserves the right to refuse to produce\print any material, which, in its judgment is deemed improper or libelous.

Please print:

Name: _____ Phone # (w/area code): _____

Street Address: _____ City/State _____ Zip: _____

Project Title: _____

Is your project music/audio _____ or data _____. (Check which applies):

Customer Order Agreement

(For the purposes of this agreement, Affordable Sound & CD Duplication, LTD. will be referred to as "A\S".)

Customer order policy check list.

Initial _____

1. All artwork and new audio or data masters are subject to client approval before production will begin.
For artwork approval, please indicate the client preference (email or physical copy).
2. All orders are subject to an industry standard +\-5% over-under policy. The customer will be billed per unit, for the final and actual amount of product completed. We typically manufacture 110% of the clients materials to insure quality product.
3. All audio masters should be provided to A\S having been duplicated at an 8x burning speed or lower. A\S will insure that duplicates and replicas will match the client master. A\S will not be responsible for errors that occur to duplicates\replicas caused by the client provided master.
4. All artwork should be provided at 300 dpi resolution with minimum 1\8" bleed. Please refer to our specifications and templates at www.affordablesound.com for a thorough description of graphic specifications. Projects will not proceed prior to approval of A\S provided art proofs.
5. Do you require a barcode for your audio project?
6. Do you require any graphic design additions made to your project?

Turnaround times

Initial _____

1. Projects are released for production on Day zero, and completed by the end of day on the projected completion date.
2. Day zero begins the day A\S receives:
 - a. Approval of A\S provided art proofs via an email reply or a signature on hard copy proofs.
 - b. Client approved audio master (only if A\S creates a new master).
 - c. Completed forms: Customer Order Agreement and the Intellectual Property Rights form for audio (IPR Form).
 - d. Any required down payment.
3. Poster and printed paper-only orders up to 1000 qty. will be completed within 24 hrs. of day 0.
4. CD-r and DVD-r projects will be completed on a 100 per business day basis, per customer.
5. Please consult with an A\S representative regarding expedited turnaround availability.
6. Turnaround times are estimates, and are not guaranteed. Turnaround times may vary for customized projects.

Payment terms (Corporate clients: Please fill out the form "Credit Application" for additional terms on payment.)

Initial _____

1. A down payment of 75% of the estimated invoice total is required to proceed with an order.
2. Final payment is required prior to the release of a customer order, including audio or data masters that require client approval.
3. Completed projects not paid in full will be subject to a 2.5% monthly finance charge beginning 30 days after client notification of completion.
4. Completed projects not picked up within 30 days of completion are subject to destruction, with all final payments still due in full.

Return Policy

Initial _____

1. All sales are final. A\S guarantees that your project will match approved proofs, or A\S will replace the product at no additional cost to the client, including any shipment costs necessary to perform the replacement.

Signature: _____ Date _____