

**Please be advised. Dub-It will not be able to start your order until we receive:**

- 1.) Order Start Checklist below with billing and other contact information. Please fill-in and send the Order Start Checklist below back to Dub-It via email or by fax or enclose with master.
- 2.) IPR form attached. (Intellectual Property Rights – required by US Govnt. – Anti-piracy form)
- 3.) T&C form attached. (Terms and Conditions – required by Dub-It)
- 4.) Credit Card Authorization form attached.
  - a. Forms required by fax, email or enclose with master - Dub-It fax: 323.962.3446

**Dub It Order Start Checklist**

1) **BILLING CONTACT INFORMATION** (Each field is required. If the field is not applicable to you or your company, please write "n/a").

**BILL TO:**

**SHIP TO:**

**Company Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**# / Dept / Floor:** \_\_\_\_\_  
(P.O. Box not acceptable for billing address)

(Attach a separate sheet for multiple destinations. Include, quantity allocation per destination & shipping instructions).

**City, State, Zip:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_

**Ship Contact Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Ship Contact Email:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Ship Contact Fax :** \_\_\_\_\_

**Fax :** \_\_\_\_\_

**REQUIRED: SHIP METHOD**

Ground \_\_\_\_\_ 2<sup>nd</sup> Day \_\_\_\_\_ 3Day Express \_\_\_\_\_

Overnight Standard \_\_\_\_\_ Overnight Priority \_\_\_\_\_

**Alternate Contact:** \_\_\_\_\_

**Alternate Phone:** \_\_\_\_\_

**Alternate Email:** \_\_\_\_\_

Check All That Apply:

- \_\_\_ **This Address is a Business**
- \_\_\_ **This Address is a Residence**
- \_\_\_ **There is a Loading Dock at This Address**

**GRAPHICS CONTACT:**

**TECHNICAL CONTACT (DVD / CD)**

**Name:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

\_\_\_\_\_

**Email:** \_\_\_\_\_

\_\_\_\_\_

2) **CA State Sales Tax Status -**

- a) Tax Status:  Taxable  Tax Exempt (choose below and attach legal documentation):
  - Resale (enclose certificate/#)  Government/Military  Charity  Other: \_\_\_\_\_

3) **SCHEDULE**

- a) Master Arrival Date (date we can expect the master): \_\_\_\_\_
- b) Art Arrival Date (date art will be ftp'd or delivered): \_\_\_\_\_
- c) Requested Completion/Delivery Date: \_\_\_\_\_

#### 4) SHIPPING INSTRUCTIONS (all customers, please complete)

Via:  Freight (pallet and poly-wrapped)       \* Fedex/UPS/DHL       Customer Pickup       TBD

\* I understand this delivery method does not meet Dub-It's shipping & handling standards (see Dub It's Terms & Conditions, attached) and, therefore, agree to waive Dub-It's liability should product damage occur in transit.

To:  Business Address w/Loading Dock       Business Address w/No Loading Dock       Residential Address

Insurance:  Request Additional Carrier-Provided Insurance      Declared Value: \$ \_\_\_\_\_

\*Dub-It's insurance does not cover damage incurred during shipping. Carrier liability is limited unless you declare a specific value.

Special Handling/Delivery Instructions: \_\_\_\_\_

#### 5) ADDITIONAL INSTRUCTIONS

Here is our pre-written graphic submission info.

Please forward this template link and graphic submission specs next to your graphic designer.

##### NOTE: UPC Bar Code

Dub-It offers UPC Bar Code assignment and integration into your custom packaging art layout. Please inform your salesperson that you need a UPC Bar Code upon order start.

##### Short Version - Graphic Submission Specs: Please forward to your Graphic Designer

This is a quick version that covers the four most common submission specs that cause the layout to be sent back to the designer.

- 1.) Resolution: Please start all layouts as 300 dpi minimum or use Adobe Illustrator. Layouts and layouts with elements at a lower resolution will be rejected. Please do not submit compressed jpeg layouts or elements.
- 2.) Fonts: Type set in Adobe Illustrator or Adobe In-Design preferred.
  - a. Note: Photoshop is not recommended for type creation. If necessary, render Photoshop type at 600 dpi for clearer type.
  - b. Note: Multi-layer files recommended. Please do not flatten layouts.
- 3.) Bleed: All layouts require 1/8" minimum bleed.
- 4.) Template: All layouts require a Dub-It template isolated in the top layer. Layouts with art in the template layer will be rejected.
  - a. Note: Link to Dub-It templates: <http://www.dub-it.com/templates/>
- 5.) PDF submission: PDF layout submission OK but the graphic designer must contact our art manager Phillip Haut for .pdf submission requirements.
- 6.) Ftp upload instructions: See Dub-It's ftp upload instructions within this email below

##### Download our templates: Please forward to your Graphic Designer

<http://www.dub-it.com/templates>

##### 5) Dub-It ftp upload instructions: Please forward to your Graphic Designer

Address: ftp://ftp2.dub-it.com  
user: dub-it (Don't forget the hyphen!)  
password: d99!

NOTE: ftp client software is not necessary.

Use internet explorer 5+, go to address and drag & drop files.

**\*\*\*\*If you use a Mac and use ftp client software (i.e. Fetch): Do NOT enter ftp://, enter <ftp2.dub-it.com> only**

Please:

- 1.) Create a folder on our ftp in your company name or contact name.
- 2.) Send a notification of successful upload to Phillip Haut – [PH@Dub-It.com](mailto:PH@Dub-It.com)
  - a. Please include the folder name and file names with description in your email to Phillip.  
An example: FTP Folder name: ABC Productions, Project\_title\_DVD\_Face.eps etc.