

Personalization Information

Yes No

Logo

Your logo will appear in pre-determined locations based on product layout.

Logo sent by: e-mail (send to cdguys@thehalfordcompany.com)

*** please include Contact Name in Subject line**

disk mail (scan) transfer _____

PMS colors (if known): _____

Yes No

Photograph

Your photo will appear in pre-determined locations based on product layout.

Photo sent by: e-mail (send to cdguys@thehalfordcompany.com)

*** please include Contact Name in Subject line**

disk mail (scan) transfer _____

How to send graphics:

Graphics must be high-resolution (at least 300 dpi). Acceptable file formats are eps, tif or jpg. We cannot use Microsoft Publisher files or Microsoft Word documents. You may mail us your wallet-sized photo or camera-ready logo to scan if you don't have digital files. Images from the internet are low-resolution and are not suitable for printing.

Yes No

Personalized Message

Your personalized message/greeting will appear on the inside panel of the CD booklet facing the CD. Typically, three to four brief phrases fit the space.

Contact Information

Items you select below will appear on inside booklet facing CD.

Yes No

Name: _____

Yes No

Designation / Title: _____

Yes No

Business Phone: _____

Yes No

Direct Line: _____

Yes No

Toll-Free Phone: _____

Yes No

Mobile Phone: _____

Yes No

Voice Mail: _____

Yes No

E-Mail Address: _____

Yes No

Fax: _____

Yes No

Website: _____

Yes No

Address: _____

Finishing Options

#1 Yes No

Business card die-cut: Horizontal (no charge) Vertical (\$30 charge)

Die-cut for business card insertion - located on the inside cover facing CD.

or

#2 Yes No

Shrinkwrap (no charge)

The CD package is wrapped in clear plastic for a professional finish.

Personalized Disc:

Yes No

Transfer # _____

The CD Guys® Use Only

Identical Layout Transfer:

Order # _____

Layout Transfer with changes / additions: (mark boxes below)

Order # _____

Add Change

Add Change Remove

Add Change Remove

Add Change Remove

Add Change Remove

Add Change Remove

Add Change Remove

Add Change Remove

Add Change Remove

Add Change Remove

Add Change Remove

Add Change Remove

Please Note:

If you mark "Yes" for Business card die-cut, shrinkwrap is not recommended.

To order CALL TOLL FREE 888-448-6410 or FAX this form TOLL FREE to 888-448-4393
cdguys@thehalfordcompany.com www.thecdguys.com