



## Interactive CD Order Form

### Contact Information

Company Name \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Daytime phone \_\_\_\_\_ Email Address \_\_\_\_\_

### Ordering Information

If you're sending a binding order in addition to the CD order, enclose a cover letter as usual explaining the color of your binding, the title you would like printed and if you need additional copies made. This form is to accompany your cover letter which spells out the choices for the closing CD's.

1. Indicate the number of CD's you would like made: \_\_\_\_\_
2. Choose from one of the following options for your CD packaging.
  - Place CD's in a pocket on the inside of the front cover of the books I'm having bound.
  - Place CD's in black DVD cases which are apx. 5 1/4" x 7 1/2" x 1/2".
  - Place CD's in clear jewel cases which are apx. 5 1/2" x 4 7/8" x 1/4".
  - I need a combination of the above options and have indicated needs on a distribution list.
3. All CD's come with a booklet that contains the Index, Table of Contents, Distribution List or other text you would like to add. The following options are available for your labeling & booklet:
  - I've done orders before, use my existing logo as previously done.
  - I will email my logo to [CD@grimmbindery.com](mailto:CD@grimmbindery.com) in a high resolution file to include on CD's.
  - I will email a .doc file to [CD@grimmbindery.com](mailto:CD@grimmbindery.com) to be used for the booklet included.
  - Please use my hardcopy and shrink to fit for the booklet included with the CD's.
4. Shipping requests:
  - Drop ship to enclosed distribution list.
  - Ship entire order to me at above address when complete.
  - Ship CD's immediately upon completion, if I have books, ship them later when completed.
  - Don't split the order, ship CD's and books together once the books are done.
4. Print below how you would like the side to appear (2 lines fit on DVD case, 1 line on Jewel Case):
5. Print main title that you would like to be printed on the front of the booklet, case & CD:

\*\*\*Feel free to call 608-221-4443 x4 or email to [CD@grimmbindery.com](mailto:CD@grimmbindery.com) with questions\*\*\*