

# Mail in Master Order Form

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Please print out this form, fill it out completely and include it along with your content master. Include one form for each mail in master.

**Ship To:** Media Production Services  
1265 Folsom Street  
San Francisco, California 94103

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

**Account Email Address:** \_\_\_\_\_

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

**Master Title:** \_\_\_\_\_

**Order ID:** \_\_\_\_\_

**Project Type:** CD    Audio    Data  
DVD    NTSC    PAL    Region \_\_\_\_\_  
USB Flash Drive

Please write the following information on the surface of your master using a permanent marker:

Account Email Address • Project Name • Master Title • Order ID

**I am ordering my project now.** I have already placed an order online using the Mail-in-Master option.

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**I will order my project later.** I am sending this master in advance of placing an order.

**Note:** All masters are processed within 1 business day after they arrive. Once your master is processed, your order will enter production and be manufactured. For USB masters you must write the order ID on the USB drive surface.

Please test your master thoroughly. **Masters will not be returned.**

Thank you for your business.