



ORDER CHECKLIST

- STEP 1**
Download artwork checklist from the "forms" link on the web site. Make sure you have all the steps completed before you move to step 2 on this checklist.
- STEP 2**
Check your master CD-R. You will need 2 copies of your master.
 - Burn your master with "Disc at once" selected
 - Burn your master at the slowest speed your burner will burn
 - Try and make sure your masters conform to the "Red Book" specification for audio CDs.
 - Use the best quality "Gold on Gold" CD-Rs you can find, like "Apogee or Quantigy", this will minimize any errors
 - Pack your masters securely in individual jewel cases.
- STEP 3**
Download order form from the "forms" link on the web site. Complete as much of the order form as you can, most of the information is intended for internal use and may be confusing. Make sure to mark clearly on the order form if you want a barcode, also, whether you require a white or a silver base on the CD face.. Add any special instructions in the space provided.
- STEP 4**
Download Duplication rights agreement from the "forms" link on the web site complete it fully and sign in the space provided. Attach a list of the songs with the composers name and song length next to each song.
- STEP 5**
If paying by credit card download the credit card agreement form from the "forms" link on the web site complete fully and sign.
- STEP 6**
Place all appropriate forms, masters and artwork disc in a padded envelope and send to :

Blu Monster Media and Print Services Inc.
142 Country Glen Rd.
Markham, ON,
Canada
L6B 1B5
- STEP 7**
Allow for at least 5 extra days if sending by mail even if you select the quickest service, mail gets really slowed down at the border. We recommend using a courier service such as UPS or FedEx if your order is time sensitive.

If you have any questions call us at 1-866-367-1711 or email info@blumonster.com
All forms can be found at <http://www.blumonster.com/resources/forms.php>