



Submit materials and order form to:  
 KMS Media Services  
 10364 Old Nashville Hwy Suite 400  
 Smyrna, TN 37167

Sales Rep: \_\_\_\_\_

## DVD ORDER FORM

Date: \_\_\_\_\_ P.O. Number: \_\_\_\_\_ Selection Number: \_\_\_\_\_

Quantity : \_\_\_\_\_ Title/Artist \_\_\_\_\_

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

Address: \_\_\_\_\_

City : \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

New Order  Re-Order  New Release  Desired Ship Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

E-Mail: \_\_\_\_\_

## Master Information

FORMAT:  DVD5  DVD9  DVD10

An IPR (Intellectual Property Rights) Form may be required

## DVD Artwork/Film

Please indicate how you will be submitting artwork

# of colors (list if available)

MEDIA:  CD  E-Mail  FTP  FILM

## Packaging

### PRINTED MATERIAL:

- DVD Cover Wrap
- DVD Booklet/Folder
- Post Card
- Sticker, qty \_\_\_\_\_  
(see STICKER PLACEMENT SHEET)
- Other(specify) \_\_\_\_\_

- KMS to order printed materials:
- Customer will order.

Comments: \_\_\_\_\_

### DISC HOLDERS:

- Spindle Wrapped - BULK
- DVD Amaray Case
- Sleeve (specify) \_\_\_\_\_

- Slim Jewelbox
- Jewel Case
- Other \_\_\_\_\_

### PACKAGING INFORMATION:

- Clear Plastic Wrap  Yes  No
- Top Spine Sticker  Yes  No
- Top Spine Info (see TOP SPINE INFO SHEET)

## Special Instructions \_\_\_\_\_

## Shipping Instructions

PO# \_\_\_\_\_

Method \_\_\_\_\_

PAYMENT TYPE :  Bill Acct  Freight Collect  Third Party

Account # \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip \_\_\_\_\_