



TGA Recording Company

HD Video • Blu-Ray • DVD • SRS Audio • Duplication

tgarecording.com

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Intellectual Property Rights

Name: _____ Date: _____

Company: _____

Address: _____ (Circle address type) Business or Residential

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-Mail: _____ Website: _____

You are completely responsible for all material you have included in your project. Under the United States Copyright Law you cannot reproduce other people's copyrighted works (including songs, recordings, movies, photographs and drawings) without first obtaining express or implied permission from the copyright owner or without qualifying for specific exemptions under the law, such as specific types of "fair use.". Please choose the section below that best describes your project and follow the instructions in it.

CD-Rom Duplication:

Do you own all the rights to all material on the CD? Yes: No:

If you checked NO, you must attach a list of all software, freeware and shareware products included on the CD-Rom and include a Distribution License for each application and file that you do not own.

Audio CD Duplication

Do you own all the rights to all material on the CD? Yes: No:

If you checked NO, you must attach a Track List showing Song, Artist and Owner of each song on the CD. Attach licensing agreements for each song that you do not own.

DVD Duplication

Do you own all the rights to all material on the DVD? Yes: No:

If you checked NO, you must attach a Distribution License for any material that you do not own.

Please continue with the order form on the next page.

CD & DVD Duplication Order Form

Duplication Quantity Ordered: _____ Disc Type: CD: DVD:

Disk surface: White (CD and DVD): Silver (CD only or special order DVD):

Packaging: Spindled (no cases): Jewel Cases: Clamshells: Paper Sleeves:

Duplication Master enclosed: or Duplication Master needed (describe below):

Approval CD copy required: CD copy approved (initials): _____ Date: _____

Label file enclosed: or Label needed (describe below):

Approval Label sample required: CD label approved (initials): _____ Date: _____

Special Directions: (we are only responsible for what you ask for in writing, attach separate sheet if needed.)

Charges per disk: Duplication: \$_____, Packaging: \$_____, Other: _____ \$_____

One time charges: Label designing: \$_____, Other: _____ \$_____

Project Due Date: _____, Total charges: \$_____ 50% due up front, 50% due on delivery.

By signing below you are accepting all responsibility for proper copyright clearances, licensing and distribution rights for all material that you have asked us to duplicate. We are relying on your representations and warranty about the content that you provide to us as a condition to your using our service. Failure to properly license intellectual property used in a duplication order can result in significant monetary legal damages against you and any other party involved in your transaction, including brokers. This is true even if you are not aware that you have infringed on someone else's rights. Keep in mind that it is ultimately your responsibility to make sure you have all the applicable intellectual property rights. We reserve the right to cancel the account of anyone found to violate the intellectual property rights of third parties. You will be expected to reimburse us for any costs, expenses or liability from any case arising out of this duplication. All sales are final once you have approved the duplication master and label. If anyone knows that a customer of ours has infringed on his or her copyright or trademark protected works, they should contact us immediately.

Authorized Signature: _____ Date: _____

Here are some suggestions if you need to obtain permission for various parts of your project.

www.harryfox.com for song clearances.

www.songfile.com to find out if a song can be used for duplication.

www.winzip.com for WinZip application

<http://macromedia.com/support/shockwave/info/licensing> for Macromedia Shockwave & Flash player

<http://www.adobe.com/products/acrobat/distribute.html> for Acrobat Reader

<http://www.microsoft.com/windows/ieak/en/licensing/default.asp> for Internet Explorer

<http://developer.apple.com/mkt/swl> for Apple Quick Time

www.1cweb.1oc.gov/copyright for other copyright forms

<http://www.loc.gov/copyright> for the Library of Congress Copyright Office

**Please fax both completed pages of this order form to
TGA Recording Company Inc., fax: 269-926-7589.
These forms must be in our hands before we will process your order.**