CD/DVD DUPLICATING SERVICE REQUEST

OFFICE OF MANAGEMENT AND BUDGET
CSD - CENTRAL DUPLICATING SERVICES
SFN 58311 (6-2006)

Authorized Agency Signature

Department Number	Department Name	Division	Project	Person or Alternate to Contact if More Information is Needed

Item Title	Date Required	Telephone Number	Date Completed	Order Number
				-

Media Type	Number of Files per Disk	Number of Originals	Number of Copies	Set-Up
CD				☐ Artwork/Copy Provided ☐ Artwork Required ☐ Proof Required — Date Proof Required ☐ Background ☐ Title ☐ Subtitle
DVD				
Cassette to CD				
Other				

Packaging - Standard packaging consists of a paper sleeve. If you would like another type of packaging, please specify below.

☐ Tyvek sleeve
☐ Clam Shell
☐ Jewel Case
☐ Insert into 3-Ring Binders, etc.
☐ Jewel Case with Insert
☐ Self-Adhesive Paper Sleeve
☐ Other:

Mailing: We can mail your completed project using our bulk mail service. All we need is your mailing list! Please include any mailing instructions below.

☐ **Check here if this publication is to be distributed outside your agency. The required 8 copies will be deposited with the State Library.**

Central Duplicating Use

Special Instructions:

Billing Address:

Shipping Address:

BILLING INVENTORY RECORD

Date	Inventory Number	Billable	Total	Employee

CDS Distributed 8 Copies to the Library — Initial