Replicopy Digital Media
1120 Jupiter Rd. Ste. 190
Plano, TX 75074

972-702-8388
800-628-1124
replicopy.com

Company Name: _____

Contact: _____

Address: _____

City: _____ ***St:*** _____ ***Zip:*** _____

Contact Phone: _____

E-Mail: _____

How did you hear about us? _____

QTY	TYPE OF MEDIA	CONVERSION FORMAT / PROJECT TYPE	RATE	TOTAL
Label Description / Notes:			Subtotal	
			(8.25%) Sales Tax	
			Shipping & Handling	
			Discount	
			ESTIMATED TOTAL	

Terms & Conditions

Replicopy will not be held liable for any damages or loss of any kind to the original media provided by Client or any delays in completing Client's project. Our complete liability is limited to the replacement of such media with blank media of the same kind only (or the financial equivalent). Replicopy has the right to cancel any order from any person or entity without reason, at any time.

By submitting an order to Replicopy, client declares that all materials provided for transfer, conversion, editing and / or duplication are not in violation of any copyright laws. Client will indemnify and hold Replicopy and its related employees harmless in respect to any claims or demands by any third party that infringes upon any Copyright law. By submitting an order, Client is making a declaration that he or she has permission from the copyright holder to transfer, duplicate, convert or edit the submitted media materials. **After 60 days from original invoice date**, a **$5.00 per day storage fee** will be added to any outstanding invoice or unrecovered project until the amount exceeds original total. If not picked up after that time, project may be destroyed at the discretion of Replicopy.

In the event that Client is unhappy with any editing/production project, conversion, author or film transfer service provided, or any other service, Client will notify Replicopy within 3 days of picking up project and any changes made to the project may be done at the discretion of Replicopy. Change order charges may apply.

I certify that I have read, understand, and agree to the above Terms & Conditions.

CLIENT SIGNATURE: _____ DATE: _____