

Mail in Master Order Form

Please print out this form, fill it out completely and include it along with your content master. Include one form for each mail in master.

Ship To: Media Production Services
1223 NE Alberta St, 2nd Floor
Portland, OR 97211

Name: _____

Account Email Address: _____

Project Name: _____

Master Title: _____

Order ID: _____

Project Type: ☐ CD __ Audio __ Data
☐ DVD __ NTSC __ PAL Region _____
☐ Bluray
☐ USB Flash Drive

Please write the following information on the surface of your master using a permanent marker:
Account Email Address • Project Name • Master Title • Order ID

☐ **I am ordering my project now.** I have already placed an order online using the Mail-in-Master option.

☐ **I will order my project later.** I am sending this master in advance of placing an order.

Note: All masters are processed within 1 business day after they arrive. Once your master is processed, your order will enter production and be manufactured. For USB masters you must write the order ID on the USB drive surface.

Please test your master thoroughly. **Masters will not be returned.**

Thank you for your business.