



# Order Form

Please submit one order form for each LP ordered. Fill out all relevant fields and email them to [order@qualityrecordpressings.com](mailto:order@qualityrecordpressings.com). A customer service representative will contact you with an estimate and deposit instructions. If you have any questions prior to submitting the form, please send an email to the same address or call **785-820-2391**. [QualityRecordPressings.com](http://QualityRecordPressings.com)

## CONTACT INFORMATION:

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

## RECORD INFORMATION:

Label: \_\_\_\_\_ Todays Date: \_\_\_\_\_  
P.O. or Reference #: \_\_\_\_\_ Release Date: \_\_\_\_\_  
Artist/Title: \_\_\_\_\_  
Album Number: \_\_\_\_\_ Number of LPs in set: \_\_\_\_\_ Quantity: \_\_\_\_\_  
UPC #: (all 12 digits) \_\_\_\_\_ UPC # on jacket?  Yes  No

## BILL TO INFORMATION:

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

## TEST PRESSING SHIPPING INFORMATION:

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_  
SHIP VIA: \_\_\_\_\_ ACCT. NUMBER \_\_\_\_\_

## SHIPPING INFORMATION:

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_  
SHIP VIA: \_\_\_\_\_ ACCT. NUMBER \_\_\_\_\_

\*Blue Text denotes for QRP use only

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**PLATING:**

Laquers from: \_\_\_\_\_ Record Number: \_\_\_\_\_

Number Rec'd: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_

**Processing:**

3-Step (Master, 1 Mother and 1 stamper)

**TEST PRESSINGS:**

Quantity: \_\_\_\_\_ Date Shipped: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Approved By: \_\_\_\_\_

**EXTRA STAMPERS:** \_\_\_\_\_ **Special Instructions:** \_\_\_\_\_

**VINYL WEIGHT:**

150 gram  180 gram

**VINYL SPEED:**

33 1/3 RPM  45 RPM

**Quantity:** \_\_\_\_\_

**Number of Promos:** \_\_\_\_\_ **Deface Promos?:**  Yes  No  Drill  Marker on UPC

**COLOR OF VINYL:** (colors other than black will have an additional charge)

Black (standard)  
 Clear\*  Coke Bottle Clear\*  Color-Transparent\*  Color-Opaque\* (\*call for details)

**LABELS:**

**Quantity:** \_\_\_\_\_

Supplied by Customer  Printed by QRP  Artwork Rcv'd \_\_\_\_\_  Designed by QRP

Arriving from? (printer) \_\_\_\_\_ Date Rec'd: \_\_\_\_\_

One Color  Two Color  Three Color  Four Color  Five Color

**JACKET:**  Yes  No **Quantity:** \_\_\_\_\_

No Jacket/sleeve only  Customer Supplied  
 1D  2D  Gatefold  Plain White  White w/hole  White w/double hole

Arriving from where (Printer): \_\_\_\_\_ Date Rec'd: \_\_\_\_\_

**SPECIAL SET/BOX SET:**  Yes  No

**NUMBERED SET:**  Yes  No (explain) \_\_\_\_\_

**INNER SLEEVE:**  Yes  No **Quantity:** \_\_\_\_\_

Polyline  Rice Paper  Rice Paper w/QRP logo  Paper Sleeve  Other  Customer Supplied

**GRAPHICS/INSERTS:**  Yes  No **Quantity:** \_\_\_\_\_

Booklet  Insert  Other

Arriving from where (Printer): \_\_\_\_\_ Date Rec'd: \_\_\_\_\_

**OUTER WRAP:**  Poly-wrap (tight)  Poly-wrap (loose)  Poly-bag (loose w/ perforated edge)

**STICKER:**  Yes  No

Front  Back  Over or  Under Outer wrap

Sticker Placement (Choose number from grid) \_\_\_\_\_

1	2	3
4	5	6
7	8	9

Date Rec'd: \_\_\_\_\_