

# Crown Lane Studio

Please complete this form and POST back to Crown Lane including your master disc and copyright form. Artwork can be emailed to us at [john@crowlanestudio.co.uk](mailto:john@crowlanestudio.co.uk)

## STEP 1: SELECT ONE:

- Paper sleeve with clear window
- Card sleeve with no window
- Plastic sleeve clear



## STEP 2: SELECT ONE:

- Print on white disc
- Print on matt silver disc

Due to the fast turnaround/short-run process, the cost variables depend solely on ink usage. (The above options are included in the following costs).

Disc <b>up to</b> ¼ ink coverage	£1.19
Disc <b>over</b> ¼ ink coverage	£1.49
Postage and packaging <small>(Recorded (signed for) first class delivery)</small>	£5.00
Collection from Crown Lane	Free

## STEP 3: CALCULATE YOUR FINAL AMOUNT:

Cost per disc =	£ .
Quantity (from 40-200) =	
Total for discs =	£ .
Plus postage (if not collecting)	£ .
<b>Total cheque written to 'Crown Lane Productions Ltd.'</b>	<b>£ .</b>

## STEP 4: ARTWORK:

Email the artwork to [john@crowlanestudio.co.uk](mailto:john@crowlanestudio.co.uk) as a .jpg only. If you require a template, please email and we will send you a .pdf template. In all email correspondence please state your name and brief disc job description in subject bar.



**STEP 5: DELIVERY DETAILS:**

Your Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Delivery Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Title: \_\_\_\_\_

Cat. No: \_\_\_\_\_

Crown Lane Ref. No (if known): \_\_\_\_\_

**Checklist:**

Have you completed the following?:

- 1) This order form
- 2) The copyright form
- 3) Your cheque
- 4) Included the master disc

1x 'large letter' stamp is sufficient

- 5) Emailed the artwork

Once we receive these we will inform you of the completion date and time.  
Usually within 7 days.

**Send to: Crown Lane Studio, 8a Crown Lane, Morden, Surrey, SM4 5BL**  
**Thank you.**