



Handisc CD, DVD & Blu-Ray Duplication Form

Job Number:	Date:
Customer:	Disc Title:
Account Manager	Required Completion Date:
Disc Format:	Quantity:
Please tick one of the following:	
<input type="checkbox"/>	Master supplied by the customer
<input type="checkbox"/>	Master created/amended by Handisc, sample disc tested by the customer
<input type="checkbox"/>	Master created/amended by Handisc, Mastering Disclaimer attached
<p>Job Instructions:</p> <p>Packaging:</p> <p>Job Notes:</p>	
Duplicator used:	
Number of Duplicators used:	Number of discs tested:
	Number of discs used:

Please complete every section with date, initials or N/A if it is not applicable to this job		
	Date	Initials
Master Virus Checked		
Master Tested <input type="checkbox"/> PC <input type="checkbox"/> Mac		
Master read in on each machine		
Artwork Approved		
1st Disc print layout checked		
Serial Numbers tested and checked once running		
1 st disc tested (from each machine used)		
Random 2 nd disc tested		
Disc copied & printed		
Extra copy for client to be returned with job.		
Additional master copy taken		
Re-count total number of discs		
Discs packed / despatched		
Keep original master		