



# ORDER PROCESS CHECKLIST

## IMS REQUIRED DOCUMENTATION

- CREDIT APPLICATION SENT TO IMS (\*) \_\_\_\_\_
- CREDIT LIMITS ADVISED BY IMS (\*) \_\_\_\_\_
- TAX / RESALE CERTIFICATE SENT TO IMS (IF APPLICABLE) (\*) \_\_\_\_\_
- PURCHASE ORDER SENT TO IMS \_\_\_\_\_
- IPR FORM SENT TO IMS \_\_\_\_\_
- \*New Customers Only**

## MASTER (CD, DVD, CASSETTE & VIDEO)

- SENT TO IMS \_\_\_\_\_
- WAIVER OF EXTENDED LENGTH AGREEMENT SENT TO IMS (IF APPLICABLE) \_\_\_\_\_

## ON-DISC PRINTING

- ART FILES SENT TO IMS VIA FTP / MAIL \_\_\_\_\_
- ADVISED IMS CSR OF ART FILES NAME SENT VIA FTP \_\_\_\_\_
- ART PROOF RECEIVED FROM IMS \_\_\_\_\_
- ART PROOF APPROVED & RETURNED TO IMS \_\_\_\_\_
- ON-DISC PRINT DECLARATION SENT TO IMS (IF APPLICABLE) \_\_\_\_\_

## PRINT MATERIAL

	<u>JEWEL BOX</u>	<u>DVD CASE</u>	<u>CASSETTE</u>	<u>VIDEO</u>
SUPPLIED PRINT MATERIAL SENT TO IMS				
DIGITAL FILES SENT TO IMS VIA FTP / MAIL				
ADVISED IMS CSR OF DIGITAL FILE MAME SENT VIA FTP				
ART PROOF RECEIVED FROM IMS				
ART PROOF APPROVED & RETURNED TO IMS				

## ADDITIONAL COMPONENTS

- SUPPLIED ALL ADDITIONAL MATERIALS SENT TO IMS \_\_\_\_\_

## NOTES

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