

## VINYL ORDER FORM

<b>Customer</b>	<b>Label /Company</b>
<b>ORDER NUMBER (INV #) :</b>	

<b>Catalog No:</b>	Title:	Quantity:	New order <input type="checkbox"/>	Re-order	
				with changes <input type="checkbox"/>	without changes <input type="checkbox"/>

### Track Listing / PQ SHEET

Please use attached page for extended track listing		Time		
Track #	Title	Length	Start time	End time
Side A	<input type="checkbox"/> 45 RPM <input type="checkbox"/> 33 RPM			
Side B	<input type="checkbox"/> 45 RPM <input type="checkbox"/> 33 RPM			

### Master source

Supplied master: CD FTP Analog Other

Bit resolution: (usually 16) 16 24

**AUDIO NOTES:**  
Please keep in mind your audio **must be** properly pre-mastered for vinyl or may be subject to fees and/or problems when produced.

**Special requests:**

**PLEASE NOTE: WE DO NOT RETURN MASTERS, SO PLEASE DO NOT SEND US YOUR ONLY COPY.**

### Artwork information

Supplied artwork: CD-R FTP Email [help@recordpressing.com](mailto:help@recordpressing.com) (only up to 10 meg.) File Service Other

**FTP information in the graphic guidelines page in your instruction pack.**

### Label Specifications

White 1 COLOR 2 COLOR CMYK (full color)

## RECORD SPECIFICATIONS

Type:	<input type="checkbox"/> 12" 140g-180g <input type="checkbox"/> 12" 180g-220g <input type="checkbox"/> 10" <input type="checkbox"/> 7" <input type="checkbox"/> small hole <input type="checkbox"/> big hole		
Color:	<input type="checkbox"/> Black <input type="checkbox"/> Colored Transparent Version which color: _____ <input type="checkbox"/> Colored Solid Version(color result varies) which color: _____ <input type="checkbox"/> <b>Colorlight (AUDIOPHILE COLOR)</b> sky blue / aquamarine <input type="checkbox"/> Special Mix colors: _____		qty: _____ qty: _____ qty: _____
Test pressing:	<input type="checkbox"/> No <input type="checkbox"/> 6 units <input type="checkbox"/> 10 units <input type="checkbox"/> Other: _____ units <input type="checkbox"/> Expedited shipping (will speed turn-time, additional charges will apply)		
Processing:	<input type="checkbox"/> Premium lacquer <input type="checkbox"/> From your lacquer <input type="checkbox"/> Audiophile lacquer <input type="checkbox"/> From your metal parts	Endless looped groove <input type="checkbox"/> Yes <input type="checkbox"/> No Locked Groove <input type="checkbox"/> Yes <input type="checkbox"/> No Sides _____	
Metal work:	<input type="checkbox"/> Premium 3-step process (suggested limit of 1000, for higher grade please order audiophile process.) <input type="checkbox"/> Audiophile high quality 3-step process (use suggested to 500 units. additional sets of stampers suggested for higher orders.)		
Engraving:	<input type="checkbox"/> No <input type="checkbox"/> Yes:    Side A: _____    Side B: _____		

### Sleeves/Covers

Inner Sleeve:	<input type="checkbox"/> Poly-lined inner-sleeves <input type="checkbox"/> Paper <input type="checkbox"/> B/W Printing <input type="checkbox"/> 2 Color <input type="checkbox"/> Full Color Printing		
Inserts:	<input type="checkbox"/> 1/0 <input type="checkbox"/> 1/1 <input type="checkbox"/> 2/0 <input type="checkbox"/> 2/2 <input type="checkbox"/> 4/0 <input type="checkbox"/> 4/1 <input type="checkbox"/> 4/4 <input type="checkbox"/> special color request <input type="checkbox"/> PMS _____		
Jacket/cover:	<input type="checkbox"/> None <input type="checkbox"/> Supplied by customer <input type="checkbox"/> White, <input type="checkbox"/> with one center hole <input type="checkbox"/> with two center holes <input type="checkbox"/> without center hole <input type="checkbox"/> Black, <input type="checkbox"/> with one center hole <input type="checkbox"/> with two center holes <input type="checkbox"/> without center hole <input type="checkbox"/> CMYK color printing, <input type="checkbox"/> with one center hole <input type="checkbox"/> with two center holes <input type="checkbox"/> without center hole <input type="checkbox"/> 1 Color <input type="checkbox"/> with one center hole <input type="checkbox"/> with two center holes <input type="checkbox"/> without center hole <input type="checkbox"/> Pantone color printing, <input type="checkbox"/> with one center hole <input type="checkbox"/> with two center holes <input type="checkbox"/> without center hole Color 1: _____ 2: _____ 3: _____ 4: _____ 5: _____ <input type="checkbox"/> Gatefold (single or double record)		
Spine:	<input type="checkbox"/> 4mm <input type="checkbox"/> 7 mm* <small>UPGRADED</small> (not for 7")		
Jacket Stock	<input type="checkbox"/> White / White 20pt (475+gsm) <input type="checkbox"/> Brown (upgraded) <input type="checkbox"/> Cornwall <input type="checkbox"/> 24 point upgrade	Printing on reverse side: <input type="checkbox"/> No <input type="checkbox"/> Yes	
UV Shiny Coating:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Laminating: <input type="checkbox"/> Glossy <input type="checkbox"/> Matte	Shrink-wrapping: <input type="checkbox"/> Yes <input type="checkbox"/> No
Matte Dull Coating:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Outer plastic cover:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insertion of supplied items Item(s): _____	Foil Stamping <input type="checkbox"/> Yes <input type="checkbox"/> No
Spot Varnish	<input type="checkbox"/> Yes <input type="checkbox"/> No	Item(s): _____	Embossing/Debossing <input type="checkbox"/> Yes <input type="checkbox"/> No
Stickers: (please contact us about stickers. Many options are available. If you are sending in or ordering indicate where to place them)			
UPC Barcode Required: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Customer will supply UPC number only (Recrdpressing.com will make and place art)			

### Shipping Information (please check all that apply)

Remember to email all shipping info to [customerservice@recordpressing.com](mailto:customerservice@recordpressing.com) or attach a sheet with instructions.

- Pick up in San Francisco     International Shipment  
 Domestic Shipment (ship UPS from san Francisco.)     Other request: \_\_\_\_\_

### Signature

By signing, customer agrees that he/she has read and agrees to the Recordpressing.com Terms and Conditions. Customer also agrees to place the above order, in addition to anything contained on customer invoice that may be added later and anything required to complete order. If there are any differences between what is ordered on order form and what is on estimate or invoice, Recordpressing.com will add charges to final invoice.

Signature, \_\_\_\_\_

Date: \_\_\_\_\_



# PROOFS

(PLEASE CIRCLE ONE)

**I WANT A PDF PROOF** (make sure you have a proof listed on your invoice / or estimate)

**I WANT SAMPLE SERVICE** (Samples of actual printed parts. Make sure you have sample service ordered on your invoice.)

**I DON'T WANT A PROOF** (SIGN AND FILL OUT RELEASE BELOW)

## RELEASE TO PROCEED WITHOUT PROOF

This waiver only applies if you do not order a printed proof / match print.

Date: \_\_\_\_\_

Recordpressing.com, can not be held responsible for any print issues including color, size and /or text re-flow, missing layers not setup correctly font problems, etc.. if a client does not order a proof. PDF digital proof files are not examples of these proofs, these are just for preliminary proofing purposes. Recordpressing.com also can not be liable if a match print is not supplied in addition to the proofs for comparison.

The authorized signature below is Recordpressing.com's authorization to proceed with the job without making print or digital proof. or supplying us with a match print.

We appreciate your cooperation.  
Thank You

Please sign and fax back to (415) 738-7905 to begin your order.

Order Number \_\_\_\_\_

Job Title \_\_\_\_\_

Catalog Number \_\_\_\_\_

Company \_\_\_\_\_

Authorized signature \_\_\_\_\_

Please Print Name \_\_\_\_\_



### Intellectual Property Rights (IPR) Form

To be submitted with every order.

- Letters of Indemnity are not adequate.
- **LICENSED** content requires proof of licensing for replication.
- **OWNED** content indicates the individual/organization completing this form is the IPR owner.
- Must be completed by the organization soliciting replication and not a broker or intermediary.

Album/Project Title \_\_\_\_\_

Distribution Within an organization\_\_\_ Retail\_\_\_ Free to public\_\_\_ Other\_\_\_\_\_

Countries Where Distributed \_\_\_\_\_

Are you the IPR owner for the entire recorded contents? \_\_\_ YES \_\_\_ NO\*

Complete the section(s) below describing the content that is applicable to the media you have ordered.

#### Vinyl Audio Content

Check Here if COMPILATION \_\_\_\_\_

Artist(s) \_\_\_\_\_ Content/Music Type \_\_\_\_\_

#### **An attached list of track title, artist, and IPR owner is REQUIRED.**

Sampling/mixing of additional recordings not owned (regardless of type, quantity, and length) requires licensing of those original recordings.

**\*If you are NOT the IPR owner, proof of replication licensing from IPR owner for licensed tracks is REQUIRED.**

*I affirm that all information provided herein is true and that all disc contents indicated as being "licensed" are properly licensed for replication under the terms of the original rights holder(s) with proof of such licensing and/or trademark authorization attached. I affirm that I am the intellectual property rights owner for all contents indicated as being "owned" and approve of replication. I agree to abide by the current version of the Anti-Piracy Compliance Program procedures and standards of the International Recording Media Association (available at [www.recordingmedia.org](http://www.recordingmedia.org)). The replicator reserves the right to refuse the processing of any order not complying with the Anti-Piracy Compliance Program guidelines.*

Print Organization Name & Telephone # of Party Soliciting Order \_\_\_\_\_

Signature of Representative from Party Soliciting Order \_\_\_\_\_

Print Name, Title, & Date \_\_\_\_\_



**Recordpressing.com terms and conditions agreement.**

All estimates and quotes include mastering (glass master, metal work, lacquer DMM etc.. not pre-mastering) charges. If you do not have line items for mastering items and do not supply these items yourself, you will be billed for them on your final invoice. We do not include shipping, film, proofs, or charges for additional adjustments such as art or audio pre-flight, repeat submission charges or any additional parts or processes that are ordered on your order forms, or during the manufacturing process, or required to complete your order correctly but not placed on an initial estimate. They will be added in final invoice. Final invoice will be sent out usually within 1-3 days prior to completion of your project. We may adjust your invoice to reflect ordered services at any time. Orders require 75% of total balance when submitted and the remainder within **10 days** after initial order is placed. Additional charges may be added after the 10 day period. **We will not ship prior to current balance being paid at the time of shipment.** First time orders 100% pre-payment. Orders under one thousand dollars require full balance upon placement of order. Orders submitted from customers outside of the United States require full balance upon ordering. We accept bank wire transfers (subject to bank wire charge) checks, cashiers checks, money orders, cash, as well as other secure forms of payment. We accept VISA, MASTER CARD, DISCOVER and AMERICAN EXPRESS for final invoice payments only. Customer agrees that he/she personally bears all financial responsibility of orders placed, and is liable for additional fees, and finance charges due to late payment, and authorizes Recordpressing.com to use any and all legal measures to collect upon outstanding balance. This includes but is not limited to charging your credit card for any amount due, at any time.

Please make all checks payable to - Recordpressing.com . All vinyl and CD's are produced at a state of the art facility and drop shipped anywhere in the world. Mastering by our facility yields a mirror of what is contained on the customer master. **We do not make any enhancements to the recording unless previously authorized and pre-mastering is ordered.** Customer may have no right to any/all claims if third party lacquer is supplied. **Turn-around times are estimations and are not guaranteed.** Any assumed promise of turn-time is a target date and not a guarantee. Due to the variables involved in manufacturing a product from scratch exact turn times are not always possible. **DO NOT ORDER WITHOUT AMPLE TIME FOR ANY UNFORSEEN ISSUES OR DELAYS.** We are not responsible for orders left over two months. Recordpressing.com is not responsible for inactive parts after 12 months. They may be destroyed, returned, or recycled at our discretion. Recordpressing.com reserves the right to sell off or liquidate any product in our possession to recover any outstanding balances after 60 days. After 60 days additional storage charges may also apply. All cancellations are subject to a \$300 dollar fee. CD cancellations are subject to a \$350 cancellation fee. All cancellations subject to cancellation fee and payment of all completed parts, at time of cancellation. Masters must be provided in CD format or may be subject to a "format transferring" fee. Art work, film processing quotes, music pre-mastering, and shipping prices are estimations and will be billed or adjusted on the final invoice. *Any and all submitted materials are received as is; and (i.e. masters, art, film) will be considered to be finished product ready for manufacturing. Recordpressing.com will not make any adjustments or look for possible errors.* Masters remain the property of the owner, however **are not returned**, please do not send us your own copy. All artwork must be completed to our specifications, and must be accompanied by a proof, or match print, in order to guarantee accuracy. Recordpressing.com will not be liable for printing errors if proofs are not supplied, and "printed proofs" are not ordered for approval at time of ordering. Recordpressing.com will run "printed proofs" of all graphic artwork which will require approval before final print work is completed, only if requested at an additional fee. PDF proofs are not examples for print accuracy, and are used only to catch potential errors. All Artwork **must be** completed in a Recordpressing.com template, or printing errors may occur. If Art is not submitted in our template, re-fitting, placing in a approved template, excessively large file parsing, repeat submissions may incur additional charges. Any subsequent preflight of art after the initial resubmission will also be charged resubmission fees. Please indicate "made in the USA by by Recordpressing.com" somewhere in artwork, if it is to be exported anywhere by you or any distributor. We highly suggest you include this to avoid having your product refused entry at any international port authority.

**All runs subject to the following overage/underage of 10%**

A order of +or-10% constitutes an acceptable order. You will however be billed for the exact amount received. Any overages will be due and payable. Any credits can be used for future orders, or can be returned to you at your request. Final weight of vinyl may vary. Jobs will not be processed until we have received all parts, and any and all required changes have been made. Recordpressing.com will not be liable for file mix up's due to customers repeated submission of art files, or masters. This includes Recordpressing.com adjusting artwork, and adjusting the wrong customer file due to non-approval of printed proof, accidentally changing our templates to make items otherwise not noticeable to print, missing fonts, low resolution etc.. To make sure this does not occur we strongly recommend that customer orders some kind of proof after every change is made, and reviews it for accuracy, and always dates the file names submitted. Customer should provide his/her own insurance coverage, as Recordpressing.com does not provide protection for client's parts in our possession. Recordpressing.com is not responsible for any type of consequential damages. (this includes but is not limited printing errors due to Recordpressing.com guidelines and terms not being followed, or audio errors). To avoid significant and severe loss; In the unlikely event that there a manufacturing error made, Recordpressing.com may elect to use any reasonable method to resolve such an error including but not limited to replacement of the product, or refunding the payment made. (for example: missing barcode may have UPC stickers made at no cost to customer) Prices subject to change at any time.

Customer agrees in full confirmation to Recordpressing.com that the customer holds all rights to manufacture, author, perform, and any rights necessary to manufacture and distribute the sound recordings, and compositions submitted for manufacture. The customer further confirms that he/she does not violate the rights of any other qualified party. **Recordpressing.com does not sensor material**, however customer also agrees that none of the submitted materials containing racist, hatred, or otherwise prejudice content. We will cancel the order and bill you for cancellation. The customer bears all liability that the forgoing is correct and assumes the obligation to indemnify all qualified subjects for damages and or losses. In accordance with this confirmation, the customer agrees to provide the company register specifications or other data verifying its legal existence and if necessary, copies of contracts, licenses to verify the legal possession of necessary rights. Customer is responsible for full payment of product manufactured regardless of ability to provide legal documentation. Recordpressing.com reserves the right however to hold product until which time sufficient documentation has been provided. If such documentation should not be provided, Recordpressing.com reserves the right to destroy product after one year and bill for the manufactured product.

Recordpressing.com reserves the right to change these terms at anytime without notice. Placing an order, receiving a quote online, or by fax, email, in person or otherwise, constitutes customers agreement to all terms herein and to any changes or additions that may be made. Any additions or alterations to these terms will be posted to our website for public notice and view. If any part of these terms is legally declared invalid or unenforceable, all other parts of these terms are still valid and enforceable. Such invalidity or non-enforceability will not invalidate or render unenforceable any other portion of these terms. If any provision of the terms and conditions is found by a court of competent jurisdiction to be invalid, the parties nevertheless agree that the court should endeavor to give effect to the parties' intentions as reflected in the provision, and the other provisions of the terms and conditions remain in full force and effect.

This contract is agreed to, entered, and will be governed by the laws in the state of California. Further it is agreed that all legal claims by either party will be brought in the California court system in the city of San Francisco.

The customer declares by signing that he/she has read, agrees to, and understands the terms and conditions of this document, and enters into an agreement of the terms contained herein. This document covers all items and services ordered through Recordpressing.com for the calendar year of the date of execution.

ACCOUNT and/or COMPANY NAME -

CLIENT NAME-

DATE EXECUTED: -

Please print, sign and return to us for order processing. (you will only be required to sign this once per calendar year, or by request)

\_\_\_\_\_ name  
date signature

**ACCOUNT INFORMATION**

If your company is based in the state of California we must receive a valid CA Resale ID Number or you are subject to sales tax. Please request the forms from your Sales Rep.

<b>INFO</b>	ACCOUNT NAME (DBA):		
	LABEL or Company Name(s):		
<b>BILLING ADDRESS</b>		<b>SHIPPING ADDRESS</b>	
		UPS ACCOUNT #:	
<b>CONTACT INFO</b>	NAME:	PHONE:	
	TITLE:	FAX:	
		EMAIL:	
	NAME:	PHONE:	
	TITLE:	FAX:	
		EMAIL:	
	ACCOUNTING CONTACT:		
	PHONE NUMBER:		
	FAX NUMBER:		
	EMAIL:		
FEIN / SS #:			

**PERSONAL GUARANTEE FORM**

In consideration of Recordpressing.com, 475 Haight street, San Francisco, CA 94117 (hereinafter "SELLER") selling merchandise to:  
(\_\_\_\_\_)

Located at: (\_\_\_\_\_),

and/or its affiliates or related businesses (hereinafter "BUYER") and for other goods and valuable consideration, receipt of which is hereby acknowledged, the undersigned (hereinafter "GUARANTOR") assumes personal liability and is the personal guarantor for the obligations of the BUYER.

This is a continuing guaranty by GUARANTOR for as long as BUYER is indebted to SELLER and shall remain in effect until all debts of BUYER are satisfied or until SELLER releases the GUARANTOR in writing.

The GUARANTOR hereby waives demand for payment, notice of non-payment, notice of dishonor, or notice of acceptance of this guarantee.

This PERSONAL GUARANTEE shall, in all respects, be governed by the laws of California.

In addition to the principal sums owed by BUYER and personally guaranteed by GUARANTOR the GUARANTOR shall be liable for all costs in connection with the enforcement of this guarantee, including, but not limited to, attorney's fees.

GUARANTOR'S SIGNATURE	PRINT GUARANTOR'S NAME
	DATE:
Home Address:	
Home Tel:	
WITNESS'S SIGNATURE	PRINT WITNESS'S NAME
	DATE:
Home Address:	
Home Tel:	

### California Resale Certificate

**I HEREBY CERTIFY:**

1. I hold valid seller's permit number: \_\_\_\_\_

2. I am engaged in the business of selling the following type of tangible personal property:

\_\_\_\_\_

3. This certificate is for the purchase from \_\_\_\_\_ of the item(s) I have listed in paragraph 5 below.  
[Vendor's name]

4. I will resell the item(s) listed in paragraph 5, which I am purchasing under this resale certificate in the form of tangible personal property in the regular course of my business operations, and I will do so prior to making any use of the item(s) other than demonstration and display while holding the item(s) for sale in the regular course of my business. I understand that if I use the item(s) purchased under this certificate in any manner other than as just described, I will owe use tax based on each item's purchase price or as otherwise provided by law.

5. Description of property to be purchased for resale:

6. I have read and understand the following:

**For Your Information:** A person may be guilty of a misdemeanor under Revenue and Taxation Code section 6094.5 if the purchaser knows at the time of purchase that he or she will not resell the purchased item prior to any use (other than retention, demonstration, or display while holding it for resale) and he or she furnishes a resale certificate to avoid payment to the seller of an amount as tax. Additionally, a person misusing a resale certificate for personal gain or to evade the payment of tax is liable, for each purchase, for the tax that would have been due, plus a penalty of 10 percent of the tax or \$500, whichever is more.

NAME OF PURCHASER \_\_\_\_\_

SIGNATURE OF PURCHASER, PURCHASER'S EMPLOYEE OR AUTHORIZED REPRESENTATIVE \_\_\_\_\_



PRINTED NAME OF PERSON SIGNING \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS OF PURCHASER \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

DATE \_\_\_\_\_

( ) \_\_\_\_\_

## BEGINNING ORDERING INSTRUCTIONS / CHECKLIST

(You can choose to avoid most paperwork by using our online ordering system)

FAILURE TO FOLLOW ALL OF THESE INSTRUCTIONS

**WILL DELAY STARTING of your order**

WE **CANNOT START YOUR TURN-TIME** WITHOUT ALL OF THESE FORMS, YOUR MASTER AUDIO, ART, and PAYMENT SUBMITTED. CHECK THEM OFF THE LIST (bold items need to be filled out only once per calendar year)

### PAPER ORDER INSTRUCTIONS

### ONLINE ORDER SYSTEM INSTRUCTIONS

- Send in a original Terms and Conditions signed and dated. (only one physical copy per year necessary)**
- Account Information form.
- Send in a original personal guarantee form, with a witness signature(only one physical copy per year necessary)**
- Proof waiver form.
- Order form **COMPLETELY FILLED OUT** this includes the times of the songs and lengths. (ask if you have questions, we are always available to help)
- Artwork Submission form.
- IPR FORM
- Signed Estimate or Invoice.
- Master audio source (CD-R, METAL PARTS, LACQUER ETC..)
- Artwork for print (CD-R, UPLOADED, ETC..)
- Payment (Down payments must be by check, money order, cashiers check, bank wire. We only accept credit cards for balance payments.

- Send in a original Terms and Conditions signed and dated. (only one physical copy per year necessary)**
- Sign up and fill out order form online. Using online order form attachment function, attach a PQ sheet ,IPR form, and signed invoice or estimate. (you can also send these in or fax)
- Send in an original personal guarantee form, with a witness signature(only one physical copy per year necessary)**
- Send payment (Down payments must be by check, money order, cashiers check, bank wire. We only accept credit cards for balance payments.
- Send or upload master audio source (CD-R, METAL PARTS, LACQUER, FTP ETC..)
- Send or upload artwork for print (CD-R, FTP ETC..)

## DURING ORDER INSTRUCTIONS

FAILURE TO FOLLOW ALL OF THESE INSTRUCTIONS  
**WILL DELAY PROCESSING of your order**

- **REMEMEBER Your invoice needs to be fully paid prior to shipping your product.**

• **YOUR INITIAL BALANCE PAYMENT IS DUE 10 days after your order is placed or at time of test pressing approval. (if you did not pay in full initially.)** Failure to send in payment at this time will not stop your order however may cause the timely shipping of your order to be delayed.

- **PROVIDE US A UPS account number for shipping**, if you do not have one, You will be billed for this shipping upon completion of your order. You will need to make a payment immediately so we can ship your project. (This can be speeded up by providing a UPS account#, or a credit card number to charge the shipping balance you will owe.) **WE WILL NOT SHIP WITHOUT FINAL PAYMENT.**
- **TO ENSURE QUICK PROCESSING**, please provide a professionally created master audio source, and artwork ready to be processed. Any errors, or changes will delay your order.
- **SHIPPING IS NOT INCLUDED IN PROJECTED TURN TIMES.** This includes test pressings, and time required to send anything to our facilities, or shipping to you, or your final destination. Ordering of test pressings can delay your turn times. Remember that due to the nature of manufacturing, turn times can not be guaranteed.
- **SEND YOUR SHIPPING INSTRUCTIONS ASAP...**  
to [shipping@recordpressing.com](mailto:shipping@recordpressing.com) Make sure to include catalog number and order number in email subject, and send all instructions every time not just new ones.

**FAILURE TO FOLLOW ALL OF THESE INSTRUCTIONS  
WILL DELAY SHIPPING of your order**

- **REMEMBER Your invoice needs to be fully paid prior to shipping your product.**
- **If you paid a partial down payment and did not pay your balance 10 days after placing your order, you will need to pay the balance immediately.**  
Recordpressing.com will usually send you a final invoice **1-3 days** prior to the date your project is ready to ship. However there may be additional charges that get added even after we ship. (we cannot always finalize invoices prior to this time)
- **The best way to ensure the quickest shipping,** is to pay the full 100% invoice up front and provide a UPS account number, or a credit card that can be charged for your shipping charges. If you can not do this, then you have **1-3 days** from receiving the final invoice to pay your final balance, if you want the quickest shipping time possible. We will not ship without final payment under any circumstances.

## **SHIPPING INSTRUCTIONS**

- **ALL SHIPPING INSTRUCTIONS NEED TO BE EMAILED TO [shipping@recordpressing.com](mailto:shipping@recordpressing.com) EARLY.**
- **YOU MUST INCLUDE THE CATALOG NUMBER AND ORDER NUMBER IN THE SUBJECT FIELD OF YOUR EMAIL** (your order number is your invoice number)
- Always include all shipping instructions to all locations. **We delete all previous instructions every time you send new ones.**

**Graphic Guidelines and technical specifications for vinyl records**

We have graphic art templates available for download at <http://www.recordpressing.com> . Click on the templates link.

Please follow the following file format and arrangement specs for the best service. Incomplete or illegible art files will result in production delays, and possibly poor presentation of final product and may incur additional charges. We require that all graphic arts are to be received in a **RECORDPRESSING.COM template**.

**File formats**

It is necessary for all files received by RECORDPRESSING.COM in a high quality file format such as EPS, and TIFF formats. **GIF or JPEGs are NOT ACCEPTABLE**. It is also necessary for all files delivered to RECORDPRESSING.COM to be saved with all fonts converted to outlines, and all images embedded. **ALL SUBMITTED FILES MUST BE 300-400 DPI**. This will ensure that your artwork will be uploaded in its complete state for prepress/print production.

**Colors**

All files should be submitted on a CD-R or uploaded to our FTP Site (please contact us for FTP information), or through a free service that sends large files online (yousendit.com, megadownload.com etc) Please do not email us artwork.

All used colors should be in the model CMYK and/or direct (spot) colors must correspond to the Pantone scale. RGB is unusable and files should not be saved in this format. Importing images that are RGB into a CMYK space can prove to be problematic. All direct (spot) colors must correspond to the Pantone scale, and be specified within the color palette of the file. If there are strange colors such as metallic's or knockouts, spot varnishes, foil stamps etc... please notify us to these requests. Files that include mixed colors or random names, (e.g. "new") or that are defined as direct and originating from the RGB model or named differently than in the Pantone scale will be rejected. If using a spot color the file needs to be properly setup to print this way. Calling a spot color just by name will not suffice. The actual spot color has to be designated by the program in the palette and set to print correctly. Please note that due to differences in label and jacket paper stock, matching label colors to jacket colors is difficult and we strongly suggest using direct (spot) colors to accomplish this.

**Bleeds**

Make sure your background image extends to the bleed lines in our templates. At least 1/8<sup>th</sup> of an inch to 1/4<sup>th</sup> of an inch passed the cut line (depending on template). Make sure that your text is well within and away from the cut line (ideally another 1/8<sup>th</sup> to 1/4 inch inside the cut line).

**FTP Information**

You can ftp your art to us at <ftp.recordpressing.com> Username: [upload@recordpressing.com](mailto:upload@recordpressing.com) Password: artwork007

Please name your files in the following convention catalog#\_usage\_date (ie.. RPC001\_JACKET\_122408) and place in a folder named after your company. E-mail us and let us know you uploaded your files, and what they are called or we will not know you submitted them. You may also use the artwork submission form attached to let us know about your submission.

**Vinyl Dimensions** 7" 17.5cm / 10" 25cm / 12" 30cm

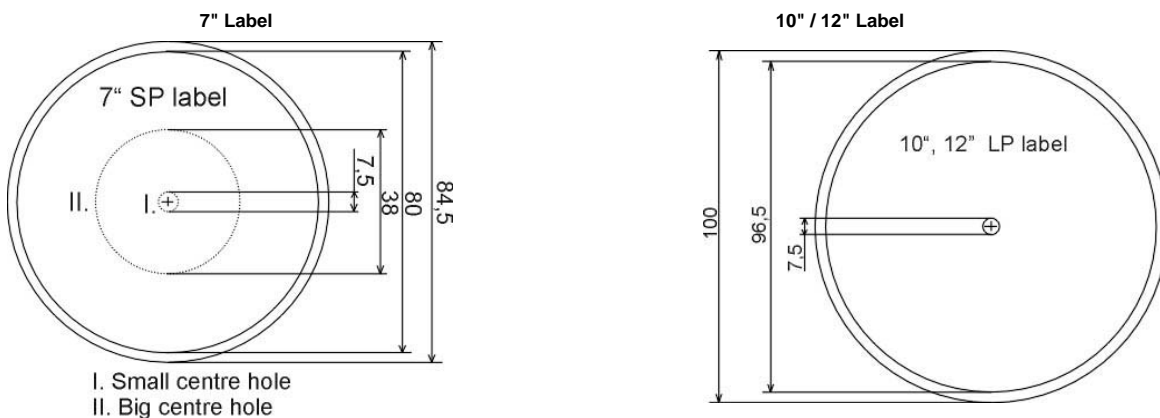
**Vinyl Colors**

Standard Black, standard s, solid and translucent, custom s, and *colorlight* (audiophile records)

**Submission**

DAT, CD, CD-R. WAV file, AIFF, LACQUER, METAL WORK

*Label Dimensions (please use our templates)*



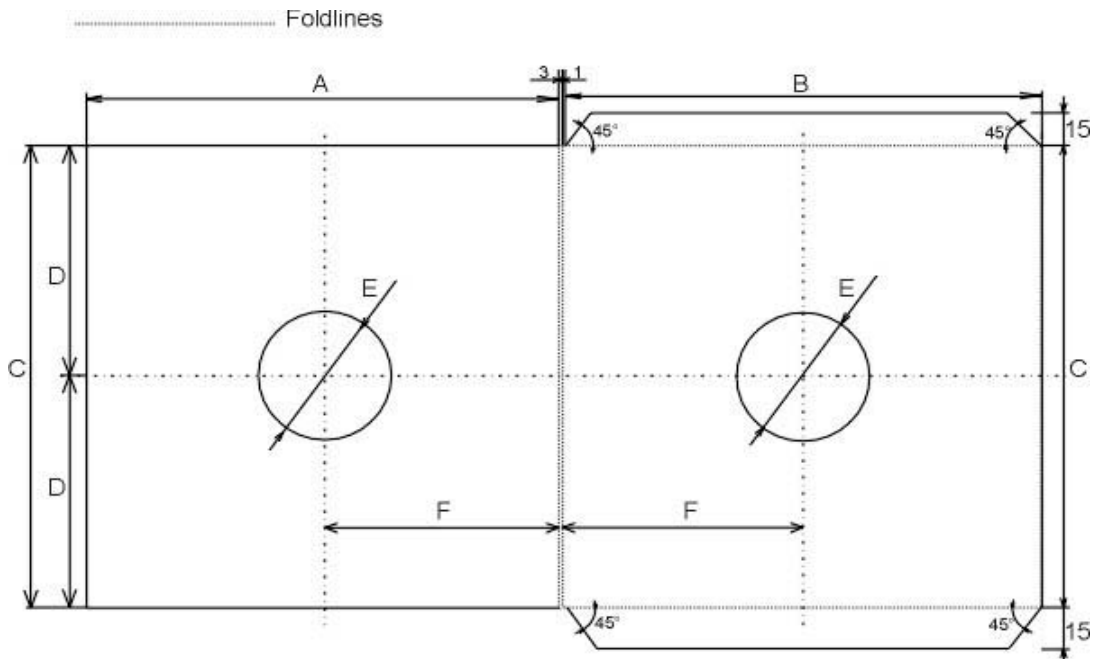
**Recommended Playing Times**

Below is a general guideline for the lengths of music that can be put on one side of vinyl. Please follow them for the best possible sound reproduction. You may use more time per side if needed, but please note that the sound quality will diminish with added time.

STANDARD PLAYING TIME			HIGH VOLUME MUSIC PLAYING TIME		
Diameter	33 RPM	45 RPM	Diameter	33 RPM	45 RPM
7"	8 to 8.5 min	6 to 6.5 min	7"	4-5	3-4
10"	14 to 15.5 min	10.5 to 11.5 min	10"	9 to 10 min	6 to 8 min
12"	18 to 20 min	14 to 15.5 min	12"	12 to 13 min	8 to 9min

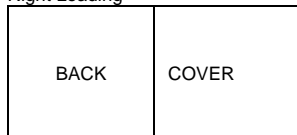
**Jacket Dimensions (guidelines only please use templates)**

	12"	10"	7"
A =	12.448"	10 3/8"	7 1/8"
B =	12.46"	10 3/8"	7 1/8"
C =	12.312	10 5/16"	7 1/8"
Spine =	5/32"	1/8"	-

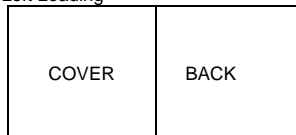


**Opening Configurations**

Right Loading



Left Loading



Top Loading

