



QB / CL	OP	DEP	PIF	PRO	AFS	AFC	SHP
THIS AREA IS FOR OFFICE USE ONLY							

P.O. Box 68143 — Schaumburg IL 60168 - USA — 1.630.237.4393 — FAX: 1.630.233.8310 — www.massivemastering.com

PLEASE FILL OUT ALL PAGES OF THIS CHECKLIST

ARTIST NAME _____

ALBUM TITLE _____

COMPANY / LABEL / CONTACT _____

SHIP TO (NAME) _____

ADDRESS _____ **APT / SUITE** _____

CITY _____ **STATE / PROVINCE** _____

ZIP / POSTAL CODE _____ **COUNTRY** _____

PHONE _____ **ALT PHONE** _____

E-MAIL _____

DO YOU HAVE OR HAVE ACCESS TO A HIGH-SPEED INTERNET CONNECTION?

[CIRCLE: **YES NO**] If you do, we will send hi-res MP3 files for you to audition before shipping your discs. You will be notified with FTP information when the files are ready. This can save 2-3 days of waiting time!

PLEASE LIST ENCLOSURES (# and type — DAT tapes, CD's MD's, Cassettes, etc.):

HOW DID YOU FIND MASSIVE MASTERING?: We use print, magazine, radio, internet and other advertising venues. We'd like to know what's working and what's not. Did you hear a recording? See an ad? Hanging out on an online audio forum? Let us know!

IF YOU ARE ENCLOSING PAYMENT: Please make checks, money orders, etc. out to MASSIVE MASTERING. You can also pay online (through PayPal) with your credit card at www.massivemastering.com. **A DEPOSIT OF 1/2 (50%) OF THE TOTAL IS REQUIRED BEFORE WORK IS STARTED.** The balance is due before delivery. Please call or e-mail master@massivemastering.com when sending in your materials.

OPTIONAL: Would you like to give MASSIVE Mastering permission to use sound clips of your recording on our website and/or mastering demo discs? [CIRCLE: **YES NO**]

GENERAL / LIABILITY: MASSIVE Mastering (MM) will not be held responsible for damage to client's DAT tapes, CDs or other materials (media). MM can not be held responsible for loss of client's media during shipment to MM. Please have backups available. If a failure of MM's equipment is deemed responsible for damage to client's media, MM will either replace or supply funds to replace such media. FINISHED DISCS: All audio PMCDs shipped are checked with the state-of-the-art in error checking software. Although no disc will not leave MASSIVE Mastering unless the error rate averages well below acceptable levels, the actual audio on the disc may not have been quality checked from start to finish. On very rare occasions, a click or gap may appear in the audio on the disc that isn't related to a disc-writing error. MASSIVE MASTERING CAN NOT BE HELD LIABLE for these errors. As a matter of course, if an audio error is found on a disc, the disc will be replaced at no charge to the client. Therefore, it is HIGHLY SUGGESTED that you take your replication master disc and listen to it ONE TIME, start-to-finish on a quality CD player, through quality loudspeakers or headphones. If there are multiple discs in the package, and they are all marked "REPLICATION MASTER" you may use any similarly marked disc as your replication master disc. Please be careful not to scratch or get fingerprints on the read surface of the disc.

The following is INCLUDED in the "Full Service Mastering" rate:

- (2) RedBook compatible PMCD with PQ Documentation
 - USPS Priority Shipping (U.S. Addresses only—Others please inquire)
- EXTRAS / a' la carte:**
- **Burn extra PMCD / Reference / Safety copy:** \$35 (keep in mind that *packages INCLUDE TWO CD's*)
 - **Overnight Shipping (via Federal Express):** \$35 additional
 - **RUSH CHARGE** (subject to availability): adds an additional 60% and Includes overnight shipping to U.S. address
 - **REMIXES:** Remixes submitted for tracks that have already been processed are subject to a charge of \$5 per recorded minute.
 - **RESTORATION, STEMS/SEPARATIONS, EDITING/SEQUENCING, CORPORATE, LABEL WORK:** \$120/Hr. Billed in 1/2 hour increments (1Hr. Minimum).

Normal turnaround is *around 1 week!* - Rush turnaround (if available) is 2-3 days

INDIE PACKAGE RATE TABLE* - Based on the total running time of your project:

***These rates are in effect as of JUNE 2008. Rates are subject to change without notice.**

So, you've got 28 minutes of music and you need another reference disc for the bass player (a total of 3 discs). That's' \$450 +\$35 for the extra disc for a total of \$485. Questions? Feel free to contact MM for a custom quote!

Total Running Time in Minutes:	Up to 10	11-20	21-30	31-40	41-50	51-60	61-74
<input type="checkbox"/> "Full Service" Mastering *	\$210	\$330	\$450	\$570	\$690	\$810	\$930
<input type="checkbox"/> FTP Service Mastering	\$135	\$255	\$375	\$495	\$615	\$735	\$855
<input type="checkbox"/> "ITB" Mastering * (FTP only)	\$120	\$175	\$250	\$330	\$410	\$490	\$570
<input type="checkbox"/> "Single" service (under 5 min)	(1 track, under 5 min) \$120 including 1 disc and shipping OR only \$75 for two-way FTP service.						
<input type="checkbox"/> CREDIT / PROMOTIONAL	If you have a MM-issued credit memo or promotional code, enter applicable codes and/or reference numbers here:						

* If you're not familiar with the difference between "Full Service" and "ITB" mastering, please visit the "Audio Services" page at www.massivemastering.com

THE FINE PRINT: These rates assume that MASSIVE MASTERING is being presented with a reasonable sounding and reasonably consistent master recording without an unusual amount of noise, clicks or distortion. It is normally immediately apparent if a recording will require extra charges for restoration or processing that goes beyond the norm. You will be notified before any work begins if this is the case. We'll let you know what the options are - You let us know where to go from there.



**PROJECT
INFORMATION
SHEET**

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BEFORE SENDING MATERIALS IN TO MASSIVE MASTERING: Indicate "Full Service" "FTP Service" "ITB/FTP Service"

Have backups of your original materials available — In the table below, please provide some basic information

FINAL POSITION: The position on the final production master — **SOURCE:** If there are several sources (DAT's, CD's, etc.), please be sure that they are numbered and indicate the source / source number (example: "CD #2" or "DAT #1") in this box — **SOURCE POSITION:** On an audio CD, the track number. On a DAT, the time code of the start of the track — **TRACK TITLE:** Please print legibly, as this will be used for the CD-TEXT information — **GAP AFTER TRACK:** [XF = cross fade from the previous track] [I = instant, little or no gap] [S = short gap, only a second or so] [M = medium, 2-3 seconds] [L = long, 3-4 seconds] [VL = very long] OR, specify in seconds — **TRACK LENGTH:** Please specify the approximate track length in minutes and seconds — **END:** [AS-IS = cold ending or fade *as on source*] [FADE = specify short or long fade, in seconds if desired] — **NOTES:** Are there stick clicks at the beginning of a tune you want to keep in? Is the mix too bright? Is it too dull? Please note any "special treatment" in this column. if you need more space, feel free to continue on the back of this sheet or attach additional notes.

ARTIST NAME _____ **ALBUM TITLE** _____

FINAL POSITION	SOURCE	SOURCE POSITION	TRACK TITLE	GAP AFTER TRACK	APPROXIMATE TRACK LENGTH	END	ISRC CODE	NOTES
01					:			
02					:			
03					:			
04					:			
05					:			
06					:			
07					:			
08					:			
09					:			
10					:			
11					:			
12					:			
13					:			
14					:			

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ARTIST NAME _____ **ALBUM TITLE** _____

We'd like to know what YOU think of your recording so we have an idea of what direction to go in. Some sessions are simply adding a bit of polish to a mix. Sometimes level matching and a mild "tweak" is enough. Some recordings require noise reduction. Some may need radical EQ and compression adjustments.

With many projects, there are several possible directions to go in. To keep everyone on the same page, what do you feel are the strong points and the weak points (if any) of your recording? What do you think about the tonal balance? How do you think it stacks up to recordings from similar artists?

Feel free to give us some notes - It's easy for us to do what "we" think is best. For many of clients, that's exactly what the instructions are. However, they normally give some idea of what they feel about their recording. This let's us know what they want. We want to know what **YOU** want!

When completed, I hope my project...	<input type="checkbox"/> doesn't really change at all <input type="checkbox"/> sounds basically as it does now - just a little "smoother & silkier." <input type="checkbox"/> sounds basically as it does now - just a little more "hyped." <input type="checkbox"/> sounds considerably different (feel free to elaborate on this) . <input type="checkbox"/> sounds totally different (feel free to elaborate on this also). <input type="checkbox"/> (other)
Overall, I think my recording...	<input type="checkbox"/> sounds fine and I really don't want to change a thing. <input type="checkbox"/> sounds pretty good and just needs a little tweaking. <input type="checkbox"/> needs some special treatment . <input type="checkbox"/> pretty much needs a complete makeover. <input type="checkbox"/> sucks horribly and I just want it to be less irritating. <input type="checkbox"/> (other)
The levels in the mix are	<input type="checkbox"/> just what I wanted. <input type="checkbox"/> (please name what you think is too loud or too soft) NOTE: We don't ask this because it's something that's easy to fix. We just don't want to make one thing worse by trying to fix something else.
The overall tonal quality in the highs	<input type="checkbox"/> is just right. <input type="checkbox"/> could be a bit brighter. <input type="checkbox"/> could be a lot brighter. <input type="checkbox"/> is a bit too bright. <input type="checkbox"/> is way too bright. <input type="checkbox"/> (other)
The overall tonal quality in the mids	<input type="checkbox"/> is just right. <input type="checkbox"/> seems a little smeared. <input type="checkbox"/> feels like it's taking over. <input type="checkbox"/> (other)
The overall tonal quality in the lows	<input type="checkbox"/> is just right. <input type="checkbox"/> seems a bit boomy. <input type="checkbox"/> seems way too boomy. <input type="checkbox"/> feels a little anemic. <input type="checkbox"/> Lows? What lows? <input type="checkbox"/> (other)
The stereo image	<input type="checkbox"/> is just right. <input type="checkbox"/> seems nice, but feel free to tweak it a bit. <input type="checkbox"/> is too narrow. <input type="checkbox"/> is too wide and unrealistic. <input type="checkbox"/> is mono and I like it like that. <input type="checkbox"/> is mono and I'd like to simulate a stereo image if possible. <input type="checkbox"/> (other)
The dynamic range	<input type="checkbox"/> is just right. <input type="checkbox"/> seems nice, but feel free to tweak it a bit. <input type="checkbox"/> is too wide. <input type="checkbox"/> is pretty squished - Please don't hurt it any more. NOTE: Compression of the dynamic range is basically "normal" and will likely increase the overall volume level. Excessive dynamic range reduction for sheer volume is not recommended.
The overall volume **	<input type="checkbox"/> is just right. <input type="checkbox"/> needs to be brought up to an acceptable commercial level. <input type="checkbox"/> needs to be louder than anything else in the universe and I don't care what you have to do to get it there. NOTE: With excessive volume, there is almost always a tradeoff of quality to a point. There are, of course, acceptable and unacceptable levels of this, and is something to think about..
Add any additional notes or concerns. Don't be shy, and don't be afraid to use extra notes or e-mail MM an essay. Communication is key!	

THE FINE PRINT PAGE — We assume that you've read and understand this...

- **A DEPOSIT** of 50% of the project's expected total cost is required before work is begun. The balance is due before the final files and/or discs are sent out.
- **CHANGES:** Although everything is kept as "fresh" as possible, rates, gear selection, website, etc., are all subject to change without notice.
- **FTP DELIVERY:** We consider our error-checked RedBook PMCD's a quintessential part of our service. We recommend delivery on our top-quality, double-checked CD-R stock. However, If you'd like FTP delivery of your finished files, delivery will normally be made using individual files. Another option is to send an "image" file consisting of a single .wav file of the entire project containing embedded track markers. **SOME** CD writing programs translate these markers — others do not. Feel free to inquire about a "CD Image Test" file that can be downloaded from the MM web site. It's a small (30 second) .wav file with embedded markers that you can open using the CD burning software of your choice, along with a PQ log. If the software reads the markers correctly, one image file can be sent instead of individual .wav tracks.
- **"ITB" and "One Pass" Mastering services are FTP delivery only. Disc rendering is available although additional charges will apply.**
- **CUSTOM QUOTES:** If your project goes into the next bracket by a minute or two, we'll gladly give you a "to the minute" rate that might chop a few bucks of the project rate. Let us know the running time, and we'll shoot you an exact quote.
- **REMIXES:** We assume your tracks have already been mixed to your satisfaction. However, it's understandable that remixes may be required from time to time. If you decide to replace any mixes that have already been processed, **a charge of \$5 per recorded minute** will apply.
- **GENERAL / LIABILITY:** MASSIVE Mastering can not be held responsible for damage to client's DAT or analog tapes, CDs or other materials (media). We can not be held responsible for loss of client's media during shipment to or from the facility. Please have back-ups available. If a failure of our equipment is deemed responsible for damage to client's media, MM will either replace or supply funds to replace such media.
- **AUDIO FILE FORMATS:** Although we accept most standard digital formats (.wav, .aiff, etc.), please do not send proprietary or program-dependent file type. If in doubt, please call or e-mail first!
- **FINISHED DISCS:** All audio PMCDs shipped are checked with the state-of-the-art in error checking software. Although no disc will not leave MASSIVE Mastering unless the error rate averages well below acceptable levels, the actual audio on the disc may not have been quality checked from start to finish. On very rare occasions, a click or gap may appear in the audio on the disc that isn't related to a disc-writing error. **MASSIVE MASTERING CAN NOT BE HELD LIABLE** for these errors. As a matter of course, *if an audio error is found on a disc, the disc will be replaced at no charge to the client.* Therefore, it is **HIGHLY SUGGESTED** that you take your replication master disc and listen to it **ONE TIME**, start-to-finish on a quality CD player, through quality loudspeakers or headphones. If there are multiple discs in the package, and they are all marked "REPLICATION MASTER" you may use any similarly marked disc as your replication master disc. Please be careful not to scratch or get fingerprints on the read surface of the disc.