



# VINYL ORDER FORM

This is an 3 page interactive PDF and can be filled out on most computers. It can be completed by hand if necessary. Submission instructions are at the bottom of Page 3.

Please review the entire document before starting, and please contact us if you have any questions or concerns filling out this form!

STEP 1

**COMPANY NAME:**

**ARTIST / TITLE:**

**CATALOG NUMBER:**  **QUANTITY:**

STEP 2

**VINYL SIZE / STYLE / WEIGHT**  If you've selected the "Other" option, please specify below:

**Check here for Test Pressings** (specify # of tests [minimum of 5])

**Custom Etching (\$35)** [up to 21 characters per side] **Side A:**  **Side B:**

STEP 3

**VINYL COLOR / CONFIGURATION** Enter number of peices and color swatch number(s), if applicable. Please reference style, # of pieces, and color swatch #s from our website.

1st:  pcs of

2nd:  pcs of

3rd:  pcs of

4th:  pcs of

STEP 4

**CENTER LABEL PRINTING** If you've selected the "Pantone" option, please specify below:

STEP 5

**INNERSLEEVE TYPE**  If you've selected the "Other" option, please specify below:

**WITH 2 DIECUT HOLES**  **WITHOUT 2 DIECUT HOLES**

**INNERSLEEVE PRINTING** If you've selected the "CMYK + Pantone" or "Pantone" option, please specify below:

**INNERSLEEVE PAPER STOCK**  **INNERSLEEVE FINISH**

STEP 6

**INSERT TYPE**  If you've selected the "Other" option, please specify below:

**INSERT PRINTING** If you've selected the "CMYK + Pantone" or "Pantone" option, please specify below:

**INSERT PAPER STOCK**  **INSERT FINISH**

STEP 7

**JACKET TYPE**  If you've selected the "Other" option, please specify below:

**JACKET PRINTING** If you've selected the "CMYK + Pantone" or "Pantone" option, please specify below:

**JACKET PAPER STOCK**  **JACKET PAPER FINISH**

STEP 8

**EXTRAS** (check all that apply)

**Polybag**  **Shrinkwrap**  **Download Card** (request form)

**Barcode** (specify placement info and/or UPC#)

**Marketing Sticker** (specify size, printing, placement)

**Additional Notes**

STEP 9

**SHIPPING:** Let us know when ordering if there will be significant European shipping for your order. We can save you money!

**Address On File**  **Call For Instructions**



# TRACKLISTING - VINYL MASTERING

**PLEASE READ & COMPLETE CAREFULLY.**

When preparing your master for vinyl, please note that we do not add any gaps between your tracks. We will cut the record with the spacing provided to us on your master. Please read our "How to Prepare a Vinyl Master" document BEFORE submitting your master and BEFORE answering the following questions and submitting Track Listing / PQ Sheet to us.

CHECK HERE TO INDICATE THAT YOU HAVE READ AND UNDERSTAND THE ABOVE STATEMENT

**COMPANY NAME:**

**ARTIST / TITLE:**

**CATALOG NUMBER:**  **QUANTITY:**

**MASTER SOURCE**  **GENRE**  Other:

Is this master specially pre-mastered for vinyl? **Yes** **No**

Is your intention to have this cut as a "high volume\* DMM cut"? **Yes** **No**  
(\* Your master MUST be properly premastered for a high volume cutting or it will not be cut this way!)

Is there a specific gap (silence) in your master indicating the side split? **Yes** **No**

**TRACKLISTING FOR VINYL MASTERING**  
 \*\*\* YOU MUST FILL OUT THIS TRACKLISTING SHEET \*\*\*

TRACK NUMBER	SONG TITLE	LENGTH	START TIME	END TIME
<b>SIDE A (Select RPM):</b>				
TRACK 01				
TRACK 02				
TRACK 03				
TRACK 04				
TRACK 05				
TRACK 06				
TRACK 07				
TRACK 08				
TRACK 09				
TRACK 10				
TRACK 11				
<b>SIDE B (Select RPM):</b>				
TRACK 01				
TRACK 02				
TRACK 03				
TRACK 04				
TRACK 05				
TRACK 06				
TRACK 07				
TRACK 08				
TRACK 09				
TRACK 10				
TRACK 11				



# COPYRIGHT DECLARATION FORM

PLEASE READ & COMPLETE TRUTHFULLY.

STEP 1

COMPANY NAME:

ARTIST / TITLE:

CATALOG NUMBER:  QUANTITY:

STEP 2

VINYL SIZE / STYLE / WEIGHT:

DISTRIBUTION:

INTELLECTUAL PROPERTY RIGHTS:

**\*If you are NOT the IPR owner for all or part of your project, please attach all necessary replication licensing documentation from the IPR owner. THERE ARE NO EXCEPTIONS!**

COUNTRIES WHERE DISTRIBUTED:

WORLDWIDE

OTHER (list countries below)

STEP 3

The above mentioned company (hereinafter referred to as “the Client”) hereby gives the following warranties and indemnities to Pirates Press, Inc. (hereafter referred to as “PP”):

1. That the Client is the sole owner of the copyright in the material supplied for reproduction, or alternatively that the Client has been granted the right to reproduce and distribute the material described in the order by all copyright owners.
2. That the Client has not granted an exclusive License or Assignment of the rights in clause 1 hereof to any other party and that the material does not infringe the copyright or any other rights of any other party.
3. That the material does not contain anything of an obscene or illegal nature.
4. That the Client will keep PP fully indemnified against all losses and all actions claims proceedings costs and damages and all legal costs or other expenses arising out of any breach of any of the above warranties.
5. That the Client agrees to provide PP on their request with all relevant information, papers and documents (e.g. license agreements) that PP shall reasonably require to determine the ownership of the intellectual property at issue.
6. That the Client agrees that despite any non-disclosure agreements that may be in effect to the contrary, PP may consult all applicable governing bodies (i.e. IFPI, BSA, IRMA, RIAA, BIAM, OSA, etc.) concerning intellectual property rights ownership of the intellectual property at issue.
7. The Client agrees that PP may retain components or products for a limited period to determine the ownership of intellectual property at issue.
8. The Client agrees that by signing below, all information submitted is accurate and true, and has been thoroughly checked before signing and submitting. PP is not responsible for mistakes made by the Client when completing and submitting Vinyl Order Form, Tracklisting - Vinyl Mastering Form, or Copyright Declaration Form. PP is not responsible for mistakes made by the Client’s submitted master audio files.
9. The Client agrees that their job will not be started by PP until all forms are signed, submitted, and received.

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

Printed Name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone #: \_\_\_\_\_

STEP 4

**HOW TO SUBMIT FORMS:** We prefer forms be completed using this interactive PDF form, though they can be filled out by hand.

1. Complete, save, and print this interactive PDF document.
2. Email or fax your sales representative the completed and saved 3 page PDF document.
3. Sign your name on the “signature” line of your printed copy and email, fax, or mail to your sales representative.
4. Please attach any additional information, additional forms, and/or PQ sheets when submitting the signed page 3.
5. We must receive BOTH the completed PDF document and signed page 3 to process your order.



# GRAPHIC GUIDELINES & FILE SUBMISSION

TO ALLOW US TO PROVIDE YOU WITH THE BEST SERVICE POSSIBLE, PLEASE FOLLOW THE FOLLOWING GUIDELINES IN SUBMITTING YOUR ART & AUDIO!

## DESIGNING & SUBMITTING YOUR ARTWORK FILES

Incomplete, incorrect, or illegible art files will result in production delays, and possibly poor presentation of final product. Have your artwork Designed by a Professional Graphic Designer. Unless you've arranged it with your rep beforehand, we require that all graphic arts are to be received in a Pirates Press template. We have graphic art templates available for almost everything we manufacture. Visit the "TEMPLATES" page on our website at [www.PiratesPress.com](http://www.PiratesPress.com). If you are unsure which template to use, please call or email your sales representative. More information is available from our "GRAPHIC GUIDELINES AND TECHNICAL AUDIO SPECIFICATIONS", available on the "ORDERING" page on our website at [www.PiratesPress.com](http://www.PiratesPress.com).

- ALL IMAGES MUST BE 300 D.P.I. RESOLUTION or higher.
- ALL IMAGES MUST BE CMYK and/or properly prepared PANTONE files. Do not submit Pantones unless you've ordered them.
- Use ONLY PIRATES PRESS TEMPLATES. Always keep Template on it's own layer. NEVER FLATTEN TEMPLATE to Artwork.
- TEMPLATES are the actual die-cut. ADD 3mm or .125" BLEED to all sides, outside the pink lines.
- TEXT and LOGOS should not be closer than 3mm or .125" to the die-cut lines.
- EPS and PDF file formats EXTREMELY PREFERRED. PSD files are prone to problems but are RELUCTANTLY ACCEPTED.
- QXD and INDD files are NOT ACCEPTED. NO GIF or JPEG files ever.
- ALL TEXT must be CONVERTED to OUTLINES (Illustrator, Quark, Indesign) or RASTERED / FLATTENED (Photoshop).
- ALL IMAGES must be EMBEDDED (Illustrator, Quark, Indesign) or RASTERED / FLATTENED (Photoshop).
- SAVE your files as SINGLE ARCHIVES (.zip or .sit) named only with your CATALOG NUMBER and the word ART (ex. PPR023\_ART.zip).
- ALL ART FILES should be UPLOADED from our WEB-BASED UPLOAD APPLICATION: [www.piratespress.com/upload](http://www.piratespress.com/upload)

\*\*\* Please fill out your Order Forms properly. Make sure the Artwork you are submitting matches your Order Form and the Sales Order (or Estimate) that you have received from your Sales Rep. If it doesn't, make sure it gets adjusted immediately to avoid delays in production.

## MASTERING & SUBMITTING YOUR AUDIO FILES

Incomplete, incorrect, or illegible audio files will result in production delays, and possibly poor presentation of final product. Have your Vinyl Mastered by a Professional Mastering Studio. Please instruct them to follow our "TECHNICAL AUDIO SPECIFICATIONS" available on the "ORDERING" page on our website at [www.PiratesPress.com](http://www.PiratesPress.com).

- WAV or AIFF FILES ONLY. HIGH RESOLUTION 24 BIT WAV files are PREFERRED.
- MP3, M4A, and CDA files are NOT ACCEPTED.
- SAVE your files as SINGLE ARCHIVES (.zip or .sit) named only with your CATALOG NUMBER and the word MASTER (ex. PPR023\_MASTER.zip).
- ALL AUDIO FILES should SUBMITTED on (REDBOOK) CD MASTERS  
OR should be UPLOADED through our WEB-BASED UPLOAD APPLICATION: [www.piratespress.com/upload](http://www.piratespress.com/upload)

We RECOMMEND the following MAXIMUM "STANDARD" PLAYING TIMES:

7" - 33RPM - 8.0 to 8.5 Minutes  
7" - 45RPM - 6.0 to 6.5 Minutes

10" - 33RPM - 14.0 to 15.5 Minutes  
10" - 45RPM - 10.5 to 11.5 Minutes

12" - 33RPM - 18.0 to 20.0 Minutes  
12" - 45RPM - 14.0 to 15.5 Minutes

We have the ability to press records with Playing Times that Exceed our Recommended Playing Times. We assume no responsibility for any Deterioration in Sound Quality when Recommended Playing Times are Exceeded. Claims based on Sound Quality with Playing Times when Recommended Playing Times are Exceeded will be Rejected.

\*\*\* Please fill out Tracklist Form as completely as possible. Include any relevant / pertinent Engineering Notes so that our engineers have as much info as possible when cutting your records.