



# CD/DVD ORDER FORM

This is an interactive PDF. Please **SAVE, FILL OUT, PRINT, SIGN** and **SUBMIT** via **EMAIL, FAX, or MAIL**.  
To ensure this form is properly completed, please use Adobe Acrobat Reader. [CLICK HERE](#) to download the latest version.

COMPANY NAME: \*

SIGNEE'S NAME: \*

POSITION: \*

DATE: \*

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MONTH DAY YEAR

PHONE NUMBER: \*

EMAIL ADDRESS: \*

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 this Order Form. PP is not responsible for mistakes made by the Client's submitted master audio files and/or artwork files.
9. The client agrees that the job will not be started by Pirates Press until all forms are signed, submitted, and received, a sales order has been received and approved, and a deposit has been received.
10. The Client agrees that artwork must state "Manufactured in Czech Republic."

SIGNATURE: \*

Please sign your name within the box. By signing, you are agreeing to the terms listed above and are legally acknowledging everything you fill out to be truthful and accurate.

COMPANY NAME: \*

ARTIST: \*

ALBUM TITLE: \*

CATALOG NUMBER: \*

INTELLECTUAL PROPERTY RIGHTS: \*

IF "NO," PLEASE EXPLAIN:

DISTRIBUTION: \*

IF "OTHER," PLEASE SPECIFY:

COUNTRIES OF DISTRIBUTION: \*

IF "COUNTRIES," PLEASE LIST:

REQUESTED DELIVERY DATE (this is NOT a guarantee): \*

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MONTH DAY YEAR

AUTHORIZED FOR USE ON OUR "RECORD OF THE WEEK" BLOG: \*  YES  NO

Check this box to confirm you have read and understand Pirates Press "Terms & Conditions."



# TRACKLISTING FORM

This is an interactive PDF. Please SAVE, FILL OUT, PRINT, SIGN and SUBMIT via EMAIL, FAX, or MAIL.

ARTIST:  TITLE:  CATALOG NUMBER:

MASTER SOURCE: \*  GENRE: \*  IF "OTHER," PLEASE SPECIFY:

TRACKLISTING: \*  FILL OUT TRACKLISTING  ATTACH PQ SHEET

TRACK #	SONG TITLE	LENGTH
Track 1		
Track 2		
Track 3		
Track 4		
Track 5		
Track 6		
Track 7		
Track 8		
Track 9		
Track 10		
Track 11		
Track 12		
Track 13		
Track 14		
Track 15		
Track 16		
Track 17		
Track 18		
Track 19		
Track 20		
Track 21		
Track 22		
<b>TOTAL RUNNING TIME:</b>		

ADDITIONAL COMMENTS, if applicable:



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For more information on paper stocks and finishes, [CLICK HERE](#).

Not all stocks are available for all items - using certain stocks on certain items may be associated with additional charges.

Please ask your rep for more information.

QUANTITY:

DISC TYPE: \*

IF "OTHER," PLEASE SPECIFY:

ENHANCED CD: \*

DISC FACE PAINT: \*

IF "PANTONE," PLEASE SPECIFY:

WHITE BASECOAT:

YES  NO

CASE OPTION: \* (if digipak, please indicate in "other" for Inside Spine Printing)

IF "OTHER," PLEASE SPECIFY:

CASE COLOR SPECS: \*

"PANTONE"/"CMYK+PANTONE":

IF "OTHER," PLEASE SPECIFY:

CASE PAPER STOCK / FINISH: \*

IF "OTHER," PLEASE SPECIFY:

INSERT TYPE: \*

IF "OTHER," PLEASE SPECIFY:

INSERT COLOR SPECS: \*

"PANTONE"/"CMYK+PANTONE":

IF "OTHER," PLEASE SPECIFY:

INSERT PAPER STOCK / FINISH: \*

IF "OTHER," PLEASE SPECIFY:

ADDITIONAL COMMENTS, if applicable:



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OUTER PROTECTION TYPE:

IF "OTHER," PLEASE SPECIFY:

BARCODE OPTIONS:

BARCODE PLACEMENT, if applicable:

BARCODE NUMBER, if applicable:

TOPSPINE STICKER: (request form)  YES  NO

MARKETING STICKER, if applicable. Please specify color specs (B&W, color, pantone), size, and placement below.

ADDITIONAL PROMO UNITS:  YES  NO

IF "YES," SPECIFY QUANTITY:

BULK/SPINDLE:  YES  NO

ADDITIONAL PRINTWORK, if applicable. Options include obi-strip, o-card, slipcase, box set, etc.

ADDITIONAL OUTSIDE PARTS to be inserted or applied to your order. ie. guitar pick, photo, embroidered patch, etc.

SHIPPING OPTION: \*

IF "OTHER," PLEASE SPECIFY:

SHIPPING INSTRUCTIONS: \*

IF "LISTED ABOVE" OR "OTHER," PLEASE SPECIFY:

SHIPPING: When placing your order, let us know if a significant portion of your order will ship within Europe - we can save you money!

SPECIAL BOXING / LABELING CONFIGURATIONS, if applicable:

ADDITIONAL COMMENTS, if applicable:



# GRAPHIC GUIDELINES & FILE SUBMISSION

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

## DESIGNING & SUBMITTING YOUR ARTWORK FILES

The accuracy of your source materials shall secure the problem-free processing of your order! For this reason we request that, in your own, you abide by the following conditions!

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 sales representative beforehand, we require that all graphic materials are to be received in a Pirates Press template. We have templates available for almost everything we manufacture. Visit the "templates" page at [piratespress.com/art-templates](http://piratespress.com/art-templates) - if you are unsure which template to use, please contact your sales representative.

- 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 the template on its own later. NEVER FLATTER TEMPLATE to artwork.
- TEMPLATES are the actual die-cut. ADD 3mm (.125") to the die-cut lines.
- TEXT and LOGOS should not be closer than 3mm (.125") to the die-cut lines.
- EPS and PDF file formats EXTREMELY PREFERRED. PSD files are prone to problems and 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 to OUTLINES (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: [piratespress.com/upload](http://piratespress.com/upload).
- YOU MUST include "MADE IN CZ" on your artwork - visit [piratespress.com/czmarking](http://piratespress.com/czmarking) for more info.

\*\*\* 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 "MASTERING FOR CD/DVD" specifications which can be found at [piratespress.com/cd-dvd-technical-conditions/](http://piratespress.com/cd-dvd-technical-conditions/)

- 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 be submitted on (REDBOOK) CD MASTERS OR should be UPLOADED through our WEB-BASED UPLOAD APPLICATION: [piratespress.com/upload](http://piratespress.com/upload)

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 when recommended playing times are exceeded are most likely to 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.