



# VINYL 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: \*

 -  - 

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): \*

 -  - 

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:

VINYL SIZE / WEIGHT: \*  IF "OTHER," PLEASE SPECIFY:  QUANTITY:

TEST PRESSINGS?: \*  YES  NO SPECIFY # of TEST PRESSINGS? (min. # of 5)

CUSTOM RUN-OUT GROOVE ENGRAVING?: \*  YES  NO SIDE A: [Up to 55 characters]   
SIDE B: [Up to 55 characters]

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

Pre-mastered for vinyl \*  Specific gap (silence) in master indicating the side split \*

TRACKLISTING: \*  FILL OUT TRACKLISTING  ATTACH PQ SHEET

**SIDE A TRACKLISTING** SELECT SPEED: \*  33 RPM  45 RPM  N/A (Please explain)

TRACK #	SONG TITLE	LENGTH	START	END
Track 1				
Track 2				
Track 3				
Track 4				
Track 5				
Track 6				
Track 7				
Track 8				
Track 9				
Track 10				

**SIDE B TRACKLISTING** SELECT SPEED: \*  33 RPM  45 RPM  N/A (Please explain)

TRACK #	SONG TITLE	LENGTH	START	END
Track 1				
Track 2				
Track 3				
Track 4				
Track 5				
Track 6				
Track 7				
Track 8				
Track 9				
Track 10				



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ARTIST:  TITLE:  CATALOG NUMBER:

VINYL SIZE / WEIGHT: \*  IF "OTHER," PLEASE SPECIFY:  QUANTITY:

TEST PRESSINGS?: \*  YES  NO SPECIFY # of TEST PRESSINGS? (min. # of 5)

CUSTOM RUN-OUT GROOVE ENGRAVING?: \*  YES  NO SIDE C: [Up to 55 characters]   
SIDE D: [Up to 55 characters]

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

Pre-mastered for vinyl \*  Specific gap (silence) in master indicating the side split \*

TRACKLISTING: \*  FILL OUT TRACKLISTING  ATTACH PQ SHEET

**SIDE C TRACKLISTING** SELECT SPEED: \*  33 RPM  45 RPM  N/A (Please explain)

TRACK #	SONG TITLE	LENGTH	START	END
Track 1				
Track 2				
Track 3				
Track 4				
Track 5				
Track 6				
Track 7				
Track 8				
Track 9				
Track 10				

**SIDE D TRACKLISTING** SELECT SPEED: \*  33 RPM  45 RPM  N/A (Please explain)

TRACK #	SONG TITLE	LENGTH	START	END
Track 1				
Track 2				
Track 3				
Track 4				
Track 5				
Track 6				
Track 7				
Track 8				
Track 9				
Track 10				



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ARTIST:  TITLE:  CATALOG NUMBER:

VINYL SIZE / WEIGHT: \*  IF "OTHER," PLEASE SPECIFY:  QUANTITY:

TEST PRESSINGS?: \*  YES  NO SPECIFY # of TEST PRESSINGS? (min. # of 5)

CUSTOM RUN-OUT GROOVE ENGRAVING?: \*  YES  NO SIDE E: [Up to 55 characters]   
SIDE F: [Up to 55 characters]

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

Pre-mastered for vinyl \*  Specific gap (silence) in master indicating the side split \*

TRACKLISTING: \*  FILL OUT TRACKLISTING  ATTACH PQ SHEET

**SIDE E TRACKLISTING** SELECT SPEED: \*  33 RPM  45 RPM  N/A (Please explain)

TRACK #	SONG TITLE	LENGTH	START	END
Track 1				
Track 2				
Track 3				
Track 4				
Track 5				
Track 6				
Track 7				
Track 8				
Track 9				
Track 10				

**SIDE F TRACKLISTING** SELECT SPEED: \*  33 RPM  45 RPM  N/A (Please explain)

TRACK #	SONG TITLE	LENGTH	START	END
Track 1				
Track 2				
Track 3				
Track 4				
Track 5				
Track 6				
Track 7				
Track 8				
Track 9				
Track 10				



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ARTIST:  TITLE:  CATALOG NUMBER:

VINYL SIZE / WEIGHT: \*  IF "OTHER," PLEASE SPECIFY:  QUANTITY:

TEST PRESSINGS?: \*  YES  NO SPECIFY # of TEST PRESSINGS? (min. # of 5)

CUSTOM RUN-OUT GROOVE ENGRAVING?: \*  YES  NO SIDE E: [Up to 55 characters]   
SIDE F: [Up to 55 characters]

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

Pre-mastered for vinyl \*  "High volume" DMM cut" \*  (\*Your master MUST be properly premastered for a high volume cutting or it will not be cut this way!) Specific gap (silence) in master indicating the side split \*

TRACKLISTING: \*  FILL OUT TRACKLISTING  ATTACH PQ SHEET

**SIDE E TRACKLISTING** SELECT SPEED: \*  33 RPM  45 RPM  N/A (Please explain)

TRACK #	SONG TITLE	LENGTH	START	END
Track 1				
Track 2				
Track 3				
Track 4				
Track 5				
Track 6				
Track 7				
Track 8				
Track 9				
Track 10				

**SIDE F TRACKLISTING** SELECT SPEED: \*  33 RPM  45 RPM  N/A (Please explain)

TRACK #	SONG TITLE	LENGTH	START	END
Track 1				
Track 2				
Track 3				
Track 4				
Track 5				
Track 6				
Track 7				
Track 8				
Track 9				
Track 10				



# VINYL ORDER FORM

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## VINYL CONFIGURATIONS

- Please reference color / configuration, quality of each color / configuration, and color swatch numbers from our [website](#).
- If choosing BLACK VINYL, please write in "black" as the swatch number.
- There is a 100 units minimum per color / configuration.

COLORED VINYL?: \*  YES  NO

VINYL COLOR / CONFIGURATION	QUANTITY	COLOR SWATCH NUMBER(S)

CENTER LABEL PRINTING: *	IF "PANTONE," PLEASE SPECIFY:	IF "OTHER," PLEASE SPECIFY:
<input type="text"/>	<input type="text"/>	<input type="text"/>

INNERSLEEVE TYPE: *		IF "OTHER," PLEASE SPECIFY:
<input type="text"/>		<input type="text"/>

INNERSLEEVE PRINTING: *	"PANTONE"/"CMYK+PANTONE":	IF "OTHER," PLEASE SPECIFY:
<input type="text"/>	<input type="text"/>	<input type="text"/>

INNERSLEEVE PAPER STOCK: *		IF "OTHER," PLEASE SPECIFY:
<input type="text"/>		<input type="text"/>

INNERSLEEVE PAPER FINISH: *		IF "OTHER," PLEASE SPECIFY:
<input type="text"/>		<input type="text"/>

INSERT TYPE: *		IF "OTHER," PLEASE SPECIFY:
<input type="text"/>		<input type="text"/>

INSERT PRINTING: *	"PANTONE"/"CMYK+PANTONE":	IF "OTHER," PLEASE SPECIFY:
<input type="text"/>	<input type="text"/>	<input type="text"/>

INSERT PAPER STOCK: *		IF "OTHER," PLEASE SPECIFY:
<input type="text"/>		<input type="text"/>

INSERT PAPER FINISH: *		IF "OTHER," PLEASE SPECIFY:
<input type="text"/>		<input type="text"/>

JACKET TYPE: *		IF "OTHER," PLEASE SPECIFY:
<input type="text"/>		<input type="text"/>

JACKET PRINTING: *	"PANTONE"/"CMYK+PANTONE":	IF "OTHER," PLEASE SPECIFY:
<input type="text"/>	<input type="text"/>	<input type="text"/>

JACKET PAPER STOCK: *		IF "OTHER," PLEASE SPECIFY:
<input type="text"/>		<input type="text"/>

JACKET PAPER FINISH: *		IF "OTHER," PLEASE SPECIFY:
<input type="text"/>		<input type="text"/>



# VINYL ORDER FORM

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PROTECTION TYPE:

IF "OTHER," PLEASE SPECIFY:

BARCODE OPTIONS:

BARCODE PLACEMENT, if applicable:

BARCODE NUMBER, if applicable:

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

DOWNLOAD CARD TYPE:

IF "OTHER," PLEASE SPECIFY:

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 VINYL" specifications which can be found on the next page and further technical conditions can be found at [piratespress.com/vinyl-technical-conditions](http://piratespress.com/vinyl-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)

When we prepare to cut your record, if you sent the master as one track/file per side, we expect that the files contain gaps in between the tracks. We do not add gaps between the tracks in this case. If you request to have specific gaps added, it must be clearly mentioned in the supplied tracklisting. It is possible to request specific gaps depending on each song or the same gap length for all songs. If you supply your sides as one track/file per song, unless you specifically note otherwise on your tracklisting form, our studio will cut the tracks with standard 2-3 second gaps between tracks.

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.





# MASTERING FOR VINYL

To get the best results with your records, you need to read the following before preparing your master source. Following these instructions will ensure that you are satisfied with the final product.

The ultimate goal of your creation is not only the recording on your CD or cassette, but on vinyl, which you intend to offer to your fans. However, before the recording created by you is pressed, it has to go through many steps to ensure it is up to standard. It has its limitations – determinate limits, which result from the physical laws.

1. Try not to exceed the maximum recommended playing lengths per side, as longer playing times will lead to a dramatic decrease in recording level and dynamics. On the other hand, the requirements of extremely high recording levels decrease the possible playing time (see the table in the next section for recommended playing times for all formats).
2. Try to place demanding, powerful and exposed tracks at the beginning of the required side and not towards the end of the record. The conditions for recording and subsequent reading of vinyl records get worse with the decreasing diameter towards the middle of the record (the label).
3. Try to avoid using psycho acoustic processors to an excessive degree.
4. If possible, please check the master by using a correlation measurer (it must not be drastically in the red field or have negative values) and a frequency spectrum analyser to ensure the signal does not contain unreasonably large elements in the low frequency range (around 20 Hz) and also the top end of the frequency zone (around 20 kHz).
5. The lowest frequencies of the acoustic zone that are below 300 Hz have to be in phase.
6. Filter away all inaudible signals to avoid possible problems during recording and reproduction, e.g. subacoustic signals below 20 Hz (better below 40 Hz) and high frequencies above 16 kHz.
7. If your recording substantially differs from natural sounds, which is caused by spreading out the energy in the acoustic zone, there is a risk of audible changes to the sound during the transcription. This is due to the limitations of mechanical recording processes and can, for example, be caused by voice processors or electronically generated effects. In the worst scenario where the signal/music has such critical characteristics that it may damage the cutting head, the order will unfortunately be refused.
8. AS STANDARD we choose the highest reasonably possible level in accordance with the character of the existing recording and with respect to the specific properties of the mechanical recording. If it is tolerated by the limit values of the recorder and by the playing time of recording, then it is possible - at Customer's express request (mostly DJ or rock and heavy-metal bands) – to use a higher level – LOUD, however on the side of reproduction it can be to the prejudice of distortion or stability of the tip.
9. Try to avoid 7" vinyl formats at 33 1/3 rpm as the possibilities of the recording and reproduction are most limited at this format. If there is no other solution you have to take into account that the final product will be in some way compromised \*
10. Remember that good reproduction results on the user's side depend on the quality, technical conditions and correct adjustment of the reproduction facilities! \*\*
11. We need a complete track list with your master containing the names of all tracks (including the hidden and bonus tracks), track timings and their separation into side A and side B, the total time of each side!!! Please inform us of any special effects or anomalies etc. Any orders without a complete track list will be refused for production.
12. Please carefully check if the data on the track list (number of tracks, track order, names and timings on each side) corresponds with the master, the label and cover artwork (and other printed parts - inserts, posters).
13. Please keep in mind that the data needs to be readable and understandable.
14. Any claims against the final product, caused by errors in the production parts supplied by customer, will not be accepted!
15. If you require additional adjustments or mastering (changes in track order, disregarding some tracks, compilation.....) please specify your request exactly on the order form, and note what is on the master and what needs to be done for the final product.

\* Low groove speed limits the recording level and causes a higher decrease of the high frequencies into the middle of the record and can also cause higher distortion levels.

\*\* The quality of the reading system, the shape, the level of the attrition, the cleanness of the needle and the adjustment of the vertical force and anti-skating.

## SUGGESTED MAXIMUM PLAYING TIMES (IN MINUTES)

VINYL SIZE	33 1/3 RPM	45 RPM
7"	8.0 - 8.5	6.0 - 6.5
10"	14.0 - 15.5	10.5 - 11.5
12"	18.0 - 20.0	14.0 - 15.5
FLEXI VINYL SIZE	33 1/3 RPM	45 RPM
5"	1.5 - 2.0	1.0 - 1.5
7"	3.0 - 6.0	1.0 - 3.0

\*It is applicable only in special cases, when it is not prevented by the frequency spectrum of recording and by limit values of the machine. A larger width of the groove than approximately 70 µm is feasible only on the lacquer foil, obviously to the prejudice of the attainable reproduction time, and with awareness of a certain damping on the high frequencies, especially at the center of the record, which is determined by the possibilities of lacquer technology.