

AVOID DELAYS IN THE PRODUCTION OF YOUR IMPORTANT PROJECT

Please complete the Work Order form. Include title, catalog number, prices, addresses, phone numbers description of materials sent, so that all pertinent information will be entered into the computer at the outset. This eliminates follow up phone calls or mistakes due to subjectivity. Also required is the IPR (Intellectual Property Rights - anti-piracy) Form and Track sheet.

See Website for Graphic and Mastering Specifications (Call for fax of Label Specs) <http://csoundcorp.com>

I**NSERTS:** In the long run, it pays to go with the best! To guarantee better quality and volume pricing, experienced professionals perform our setup & graphic work - not by in-house employees. Except for extras (more panels, color on inside pages, backside printing or special printing needs) **process, computer controlled printing is included in our package pricing.** However, due to individual requirements - artwork, typesetting and film output costs - usually are not included. (See Estimated Graphic Costs or call for quote). Before you begin your graphics carefully check our very competitive prices for superior quality graphics - print or type the exact information you want on your inserts and send it to us with a mock-up to help our artist develop an efficient and professional design. If you don't want to take advantage of our artwork, be sure to supply the graphics as per specifications and templates on our website. **Send insert graphics on CD-R according to printing specifications; label files on separate disk. Include File Names, Program, PC or Mac - with recommended complete full color-printout for reference.** For your native application files be sure to include all linked graphics and outlined fonts. Always be sure for process jobs that all colors are specified cmyk and not RGB. On disc printing is cmyk. Please specify if you want white flood background on disc. File resolution should be 300 d.p.i. or higher. Best print files are .tif, .eps or high resolution .pdf.

For multiple pages, a printout of the final item same size and a folding dummy should also be included with CD-R. Any additions, such as a Bar Code, must be clearly marked for position on the printout.

L**ABEL:** Regarding the CD or DVD on disc label, please send graphics using professional programs, like Adobe Illustrator or Photoshop, in a CD-R. Send for center stacking ring specifications or leave out the inner hole and let us knock out the inner ring. Joining two colors on the CD label is extremely difficult because printing is on hard surface, try to maintain registration at least .5mm apart; minimum recommended line width is .15mm for lines and 5pt (1.88mm) for type size. Minimum recommended type size is 6 pt for direct print, 12 pt for reverse. Please keep type away from inner & outer ring! You can check our website for updates or request updated templates.

Clearly identify all materials & send estimated payment with your completed work-order.

Please send work order, materials & deposit to:



Creative Sound Corp.
5515 Medea Valley Dr.
Agoura Hills, CA 91301.
(818) 707-8986
<http://csoundcorp.com>

P**ROFESSIONAL MASTERS:** require indexed, absolute time coded masters – CD maximum time is 74:30 minutes. DVDs require DVD-R or DLT (Digital Linear Tape) master. **Listen/view your master & all tests in its entirety before sending it to us.** Include the master, in final form ready for final production. Manufacturing will be exactly like your master.

MAKE A REALISTIC FORECAST: It's still true that "haste makes waste..." Plan early and delineate each function of production with an estimated time sequence - artwork, typesetting, color separating, compositing, studio recording, mixdown, mastering with test of sound, printing of inserts and jackets, replication, packaging and payment. Professional producers know that production of new Christmas product begins before summer. The best suppliers are usually busy, especially during peak periods. **Those who do not adequately plan their project may be placed behind better organized, professionally prepared jobs. Normal delivery is within 7 to 12 working days after all graphic and studio approvals.** Rush charges apply for sooner completion. The best work involves high quality, good service, and fair prices. Very low prices in a technological industry, such as the music business, usually results in low quality products and poor service. Established firms, like Creative Sound Corp's 40 years experience, will be able to help you for years to come. **Don't be disappointed with your order; remember, it pays to go with the best!**

QUALITY WORKMANSHIP

TERMS: All workmanship and manufacturing is guaranteed to conform to major mfg. industry standards. Any defects must be reported within 30 days of delivery. Terms include 1/2 estimated payment down; final payment is due upon completion and must include any tax or shipping charge.

SAVE BANK FEES: Recommended payment is money order, direct bank deposit (get bank routing number) or PayPal. Note that bank checks are recommended for deposit but may take time for final payment (in order to clear at your bank).

Customer assumes responsibility for checking exact specifications in all graphic approvals for label and insert before mfg. Should order be canceled, customer is liable for all charges before cancellation. Customer is solely responsible for any copyright or other infringement regarding this order and agrees to indemnify Creative Sound, owners and employees from any such claim. If any legal enforcement is necessary, customer agrees to pay all court costs and reasonable attorney fees incurred. Creative Sound shall have a general and continuing lien on all of customer's materials in its possession as security for payment owed for products and/or services performed. Creative Sound Corp. assumes no liability for any defect, damage or loss of materials supplied, or previously approved, by customer beyond the actual cost of replacing the physically damaged part or material; accordingly, the customer assumes all other risk of loss pertaining to any defective or damaged materials, including but not limited to costs of orchestration, re-recording, artists or musicians fees, potential or actual loss of profits, etc. and waives any claim against Creative Sound for such loss. We strongly recommend that customer secure their materials with duplicate masters, etc. and insurance to cover their full value.

IMPORTANT: PLEASE CHECK YOUR GRAPHIC PROOFS CAREFULLY – CREATIVE SOUND CANNOT BE LIABLE FOR ANY APPROVED MISTAKES. ALSO, YOU ARE RESPONSIBLE FOR BACKING UP YOUR AUDIO/VIDEO MASTERS AND GRAPHIC FILES.