

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. Specify appropriate Catalog Numbers to be included on your discs, inserts and labels.

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 graphic work - not by in-house employees. Except for extras (more panels, color on inside pages, backside printing or special printing needs) **process 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 we can fax to you. **Send insert graphics on CD-R according to printing specifications; label files on separate zip or floppy disk. Include File Names, Program, PC or Mac - with complete full color-printout for reference.** You can submit your digital files as native application files "such as PageMaker or Quark", pdf or postscript files. The preferred method is pdf or postscript. PDF and postscript files contain all the data including fonts and imported graphics to print your digital document. By writing the pdf or postscript file from the computer your document was created on you help avoid the danger of a lost or incorrect versioned font or graphic. If you are sending pdf or postscript please send native application files linked images and fonts also. This way if there is a problem we have the application files to trouble shoot. For your native application files be sure to include all linked graphics and fonts. Always be sure for process jobs that all colors are specified cmyk and not rgb.

IMPORTANT! 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 label, please send label files with a printout on a separate CD-R (duplicate) or floppy. One or two color labels are usually spot and not cmyk - **specify pantone color no's**; full color labels can be cmyk. Send graphics using professional programs, like Adobe Illustrator or QuarkXPress, in a CD-R with printouts for insert & label. Note: the label is made from positive film with the emulsion side up - PMS Inks- 85 to 100 dpi or Process-100 to 120 dpi; send for center stacking ring specifications. 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. Keep type away from inner & outer ring! Please check website for updates.

Please send work order, materials & deposit to:



Creative Sound Corp.
5515 Medea Valley Dr.
Agoura Hills, CA 91301.
(818) 707-8986 • (818) 707-8164 fax
<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. VHS tapes can be made from various masters **Listen/view your master & all tests in its entirety before sending it to us.** Include the master, in final form ready for final production. Also, **CD-R (Redbook) is Preferred Vinyl Record Master.** **Clearly identify all materials & send estimated payment with your completed work-order.**

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 10 to 12 working days after all graphic and studio approvals.** 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: Printing is billed at 10% overage to cover spoilage; plus or minus 10% shall constitute a complete order with billing prorated to actual finished units manufactured. All workmanship and manufacturing is guaranteed to conform to major mfg. industry standards. Any defects must be reported within 30 days from delivery. Terms include 1/2 estimated payment down; final payment is due before shipment; if, after graphics have been approved, the estimated initial payment was too low, another interim payment is required to make up deposit at the rate of 1/3, 1/3 and final 1/3; initial full payment earns a 2% cash discount; cashier or bank check speeds delivery since we do not have to wait for clearance; shipment is freight collect to destination unless prepayment is made; shipment is within about 15 to 20 working days from time of all approvals including sound tests, color keys and proofs; we can dropship to your location (units of 100); a 2% monthly charge will be assessed on any past-due amounts. 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.