



## Shipping and Handling of Completed Project

**ALL PROJECTS BY MAIL MUST BE PAID FOR BY credit card ,PayPal ,money order, or cashiers check. We will notify you prior to your project being sent out, the total charge of your project. Note: We do not send masters directly to your manufacturing or duplication plant. Client must proof master personally.**

All masters are sent FED EX. Choose a delivery ( Business address or Residential address )

Standard to Business    Priority to Business    Standard to Residence    2nd day ( Res or Biz )

*NOTE: FED EX charges extra for RESIDENTIAL delivery, so if you have a business address that your project can be delivered to, you might want to use that address. Express shipping charges vary with circumstances and rates change constantly, so Terra Nova adds an additional \$5-\$10 to the FED EX charge for handling of each shipment. International handling is an additional \$35. No masters will be sent US postal service.*

If you wish to use your Fed Ex account # , please fill out here: \_\_\_\_\_

Ship the final formats to:

Contact person's name \_\_\_\_\_

Company name \_\_\_\_\_

Address: (NO P.O. BOXES ) \_\_\_\_\_

City/State/Zip : \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

## About Your Project

Format for release: (circle ) : CD    Vinyl    MP3 /other Digital format

Artist or band : \_\_\_\_\_

Title of Album or Project: \_\_\_\_\_

Record Label \_\_\_\_\_

Studio name where project was recorded : \_\_\_\_\_

Engineer name : \_\_\_\_\_ Mix Engineer \_\_\_\_\_

Type of recording : studio recording    compilation    live set

ISRC CODE \_\_\_\_\_ UPC (bar code) \_\_\_\_\_

Apply for ISRC code : [http : // usisrc.org](http://usisrc.org)    // // // // //    Get UPC from your CD manufacturer

**Please include any additional information about your project. Please contact us for questions or help concerning your project.**

**If you wish to upload your project via our FTP Server set up, contact us directly. We must have this form completed whether you upload , send by mail, or drop off.**

**Formats**

*Any time spent on determining "Unidentified Formats" will be billed at regular hourly rates. Please provide all following info with the formats when you send project. Contact us if you have issues.*

**FORMATS YOU ARE SENDING :** ( NO MP3 's please )

**Digital Formats** ( Please make and keep backups of your material prior to sending formats)

**CD :** *AUDIO CD* ( label & provide list of track sequence)

**HARD DRIVE:** (label & provide list of tracks and location on hard drive)

**BIT DEPTH:** 24 20 16 32 *Float* other \_\_\_\_\_

**SAMPLE RATE:** 48 k 44.1 k 88.2 k 96 k other: \_\_\_\_\_

**DAT:** ( Label DATs and provide list of PNO's (dat track numbers) for reference

**Analog Formats**

Tape manufacturer \_\_\_\_\_ Tape formula \_\_\_\_\_ Speed (IPS ) \_\_\_\_\_

Size of tape : 1/4" 1/2" Year recorded \_\_\_\_\_ Noise reduction on tape: yes no

Reel size: 3 1/2" 7" 10" other \_\_\_\_\_

Actual minutes of recorded program: \_\_\_\_\_

*We will determine after diagnostic of tape if it needs baking and you will be contacted prior to baking.*

Other tape formats \_\_\_\_\_

**VINYL (or acetate) records:** \_\_\_\_\_ **RPM :** 33 45 78 other \_\_\_\_\_

**Final Formats**

**CD or DVD MASTERS :** We normally burn 2 masters of your project. If you need more than 2, please advise. You will need one master to send to duplication and one for your archive, or to make dupes from.

**Reference discs: Quantity** \_\_\_\_\_

Note: Refs are for listening only - not for production. They are burned at 16x speed and have not been thru Terra Nova quality control checkpoints like the masters. Contact us directly if you wish a ref sent to you prior to the masters being burned.

**Terra Nova Archive**

For a \$25 fee, we will back up the mastered version of your project in our DVD Data backup archive. We keep this indefinitely. Request for additional masters (or changes to masters) must be made by phone and by the person who paid for the mastering of the project

Would you like to archive your project? (circle) YES NO

## Song Title and Sequence Information Form

*Please fill out this form completely ( type or print ) and bring to your session (or send with your project.)*

Artists or Band name: \_\_\_\_\_  
Title of Album or project: \_\_\_\_\_  
Record label: \_\_\_\_\_  
Producer:\_\_\_\_\_ Engineer: \_\_\_\_\_  
# of tracks:\_\_\_\_\_ website:\_\_\_\_\_

### Song Titles and Song Sequence

- |    |     |
|----|-----|
| 1. | 9.  |
| 2. | 10. |
| 3. | 11. |
| 4. | 12. |
| 5. | 13. |
| 6. | 14. |
| 7. | 15. |
| 8. | 16. |

ISRC Code : \_\_\_\_\_ UPC (bar code)\_\_\_\_\_

*All CD or DVD masters made at Terra Nova are embedded with CD TEXT. Our engineers refer to this form to write the text. You are responsible to convey the way you want words spelled.*

It is always helpful to attach additional notes and instructions with your project ..... Please do !