

ORDER FORM

INSTRUCTIONS

Please fill in this form completely, print and include it with your pre-master. Please be concise and precise. If you have any questions about the information required on this form please don't hesitate to call us. Any missing or inaccurate information may result in a project delay and/or additional studio cost. Please call us before sending any projects.

GENERAL INFORMATION

Customer Address

customer ID: _____ [if available]

company / label: _____ phone: _____

name: _____ mobile: _____

street / no: _____ email: _____

city / ZIP: _____ state: _____

Billing Address

If different from customer address. Billing address needs to be a legal person, no P.O. Box.

company / label: _____

name: _____

street / no: _____

city / ZIP: _____

state: _____

VAT: _____ [if available/ please see our FAQ]

Shipping Addresses

For warranty reasons we don't ship finished vinyl master lacquers to other addresses than pressing plants. If you like to receive the master lacquers to another address we're no longer responsible for any damages to the master lacquers. Please see our terms and conditions.

vinyl production master:

pressing plant: _____ attn: _____

street / no: _____ phone: _____

City / ZIP: _____ state: _____

CD production master:

pressing plant: _____ attn: _____

street / no: _____ phone: _____

city / ZIP: _____ state: _____

DUBPLATES & MASTERING

ORDER FORM

GENERAL INFORMATION

Payment

- we accept:
- cheques
 - cash at pick-up
 - credit card (VISA/ American Express /Master Card)
 - bank transfer
 - direct debit (first customers prepayment by direct debit only)

direct debit:

account holder: _____ bank name: _____

bank code no: _____ international bank code no (IBAN): _____

account no: _____ international bankidentification (BIC): _____

Herewith I agree that the company Dubplates & Mastering GbR is allowed to debit the account above.

credit card: VISA American Express Master Card

card holder: _____ card no: _____

Signature: _____ valid thru: _____

PRODUCT AND PRE MASTER INFORMATION

project title: _____ catalogue no: _____ vinyl: _____ and / or CD: _____

preferred engineer: _____ (please contact our office to check availability)

attendance: yes no

Delivered Media:

- CD-Audio
- CD-R: harddisk file format: _____ sampling rate: _____ bit depth: _____
- DAT
- MiniDisk
- CompactCassette
- 1/4inch Reel-To-Reel Tape [for tape specificaton please contact our engineers]
- ftp upload [we`ll send you the username and password]

Notice:

- Prepare a backup of your master before sending to us.
 - Please label all source material with catalogue no and track id.
- The source must be verified by the customer entirely to ensure that:
- The audio quality is acceptable and free of flaws and unwanted noise
 - The track-sequence matches the times order running on the tracklist / cue-sheet

DUBPLATES & MASTERING

ORDER FORM

Please print this order form, sign it at the appropriate places and send it together with your pre-masters to:

Dubplates & Mastering
Paul-Lincke-Ufer 44a
10999 Berlin
Germany

Please note:

Please don't send as registered mail! We will contact you as soon as we got your premaster to confirm your order.
To avoid confusion after sending your order form, please confirm any changes regarding your production by mail or letter including the production name or catalogue no.

Herewith I accept the terms and conditions of Dubplates & Mastering.

Signature: _____

Thanks for your order!