

## Before the Session

There are several pieces of information that will assist us when booking your project.

Please indicate the total length of your project in both duration and number of tracks.

Please indicate whether or not a lot of editing will be involved in completing your project. Some of our clients provide mixes in parts that are to be assembled during the mastering process. Obviously this takes more time and the office staff needs to plan accordingly.

Know who will be responsible for the billing. Have all necessary contact information for your label. Many labels require issuance of purchase orders prior to the scheduled date.

Know to whom and how the original masters are to be returned once mastering is completed.

We do request that your masters arrive at least 24 hours before the start of your scheduled mastering session.

Please know the format(s) that your project will be arriving on. If your masters are analog, know the tape speed, tape width, and whether or not it has any form of noise reduction. If your project is digital, please know the sample rate (44.1, 48, 88.2, 96, 176.4, or 192 kHz,) the bit-depth (16-32) and what the media is. If your project will be arriving on CDR, please know what file format the disk contains and whether or not it was 'burned' on a Macintosh, PC or standalone device. For projects arriving on ADAT or DA-88 please indicate the sample rate, whether vari-speed was used, and whether bit-splitting is utilized.

Please include any ISRC codes, UPC codes and catalog numbers if applicable. If possible, please indicate the desired format that you would like your production master to be delivered on (CD-R, DDP, 1630, DVD-R, DLT....). This will help us in determining if any special consideration is required (SACD for example) and assist us in maintaining our inventory.

We require a deposit of \$200 (\$100/single) to hold a date. We accept all major credit cards, cash or check. If using a purchase order (major labels only) we request half of the estimated time for your upcoming session in order to secure the date.

All cancellations must be made 72 hours prior to your scheduled date for a full refund.