

READ THIS!

FOLLOW THESE EASY TIPS TO AVOID COSTLY DELAYS WITH YOUR CD PROJECT.

YOUR MASTER:

Make sure your master sounds EXACTLY the way you want before sending it to Disc Makers, because we are going to replicate it the way we receive it.

Listen to the whole project from start to finish in one sitting, without distractions. Check spacing between tracks, listen for glitches, pops, or any extraneous noises that shouldn't be there. Check your start IDs. If your master isn't 100% right, go back to your recording or mastering studio and fix it.

There can be no unlicensed samples on your recording.

If you have any content on your master that wasn't created by you – no matter how short it may be – you need to have a license to use it and we need to see proof that you have that license. Without that, we cannot make your CDs. If you can't get a license you can **a)** replace it with a public domain sample or a royalty-free sound clip, or **b)** remove the sample altogether.

Use name brand, professional grade media for your master.

The best way to avoid digital errors that can make your CD master unusable for replication is to use grade-A media like Verbatim, Taiyo Yuden, or Disc Makers Ultra discs.

Make sure the song sequence on the disc matches the artwork.

When you're giving your master that final listen, make sure you compare the song sequence to the song sequence on the graphics. Do this right before sending in your order.

One final tip:

Always make a backup copy of your master, and keep it in a safe place. As unlikely as it is, you never know when it could be your package that the shipping company happens to lose.

WHAT TO SEND IN WITH YOUR ORDER:

- SIGNED QUOTE FORM:**
Please read the quote carefully and sign it. If you received multiple quotes, make sure to send a copy of the right one, or we'll risk making the wrong product (or quantity) for you.
- MASTER WITH LOG:**
Make sure your master sounds exactly like you want it to, and include a master log listing all tracks and times.
- GRAPHICS FILES WITH PRINTOUT:**
Use the recommended templates provided by Disc Makers to make sure that your project will meet spec, and include a printout or mock up. The biggest difference between designing a CD package and a brochure is that all the parts have to fit. Actually cutting the parts out and putting them together is the best way to see how the piece will look when finished.
- COMPLETED IPR FORM WITH LICENSING INFORMATION:**
Tell us that you own the right to reproduce your master, or show us that you have permission from others whose content you're reproducing.
- DEPOSIT:**
We can't start your order without a deposit. Most orders require a 50% or 100% deposit (ask your product specialist). You can also write your credit card information on the quote form.

Thank you for considering Disc Makers for your next CD project.

We hope you find this information helpful, and look forward to working with you soon. If you have any further questions about CD manufacturing, please call your product specialist at **1-800-468-9353**, or go to www.discmakers.com

YOUR ARTWORK:

IF YOU ARE SUPPLYING US WITH FINISHED DESIGN FILES,
PLEASE HAVE YOUR GRAPHIC DESIGNER READ THESE TIPS.

Check for typos on the finished product.

While we give all files a thorough check before processing, we don't check for typos. Have someone check your design carefully before you submit it to us. Once we have your material you only have one last chance to catch typos: on the proof we send you. Have someone else with a fresh set of eyes check your graphics, too.

Make sure all digitally supplied images are at 300 dpi.

72 dpi images may look good on your monitor, but they look horrible when printed. All digitally supplied images should be 300 dpi. If you supply digital photos, make sure they're at least 3 megapixels, and send them at full size.

Avoid gradients or color blends for your on-disc design.

On-disc printing is a silkscreen process that's less forgiving than printing on paper.

Make sure that your linked images are included on your disc.

Keep your files smaller by linking your images, rather than embedding them. Please make sure that you include the images separately on your disc. When a link is created, the link is usually tied to an image saved on your computer, and we don't have access to your computer!

Supply a copy of each font you use on the disc with your graphic design.

If you don't, your fonts may be substituted with other, similar fonts, and you may not be happy with the results.

One final tip:

If you decide to provide your own graphic design, please use a professional designer, and use a professional design program that allows you to design in CMYK. Use one of the following graphics programs:

- QuarkXPress (versions 3.3 or later)
- Adobe Illustrator (versions 8 or later)
- Adobe InDesign (version 2 or later)
- Adobe PageMaker (versions 6.5 or later)
- Macromedia FreeHand (versions 7 or later)
- CorelDRAW (versions 8 or later)

ONCE YOUR ORDER IS IN-HOUSE:

When your order arrives at Disc Makers you get your own project manager who will make sure it proceeds smoothly. Here's how you can help your project manager – and yourself – while your project is in house.

Check your order status regularly.
Log into the "My Account" section of our website 24/7 for a real-time view of what's happening with your project.

Approve all proofs right away.
The turn times your product specialist quotes depend on you approving your proof within 24 hours. Any delays you create cannot be made up in production. We cannot start production until everything – master and graphics – are approved. (Note: If you supply a CD master, you will not get an audio proof.)

Communicate in writing, for clarity and to have a record of it.
When you approve your proofs, or if you have a change to your order, you must supply it in writing.

Ask questions if you have them.
After all, we're the experts, and we're here to make sure you're comfortable with what's going on with your project.

Pay promptly.
If you haven't prepaid your order in full, be ready to pay the balance as soon as it is finished. You may have to also pay for an overrun of up to 5%. (Note: overs are free if you prepay your order in full, including freight and taxes).

Don't schedule your release party until you have your product in hand.
With a custom-manufactured product, there are never any delivery guarantees, as something can get delayed at any step of the way. While we have a great track record of delivering on time, we offer this common-sense advice.