

Terra Nova Digital Audio, Inc.

5446 Hwy 290 West # 270

Austin, Texas 78735

512.891.8010 Fax 512.891.8014

E-mail: terranova@austin.rr.com

www.terrانovamastering.com

Projects by Mail

© Terra Nova 2010

Instructions

Print or type information, fill out completely and attach additional pages if you need. Make a copy for your records and send the original with your project.

Today's Date : _____ Email : _____

Client Name : _____

Address : _____

City / State / Zip : _____

Phone # 1 : (____) _____ Phone # 2 (____) _____

Web site : _____

INVOICING OF THE PROJECT

(TERRA NOVA WILL NOT RETURN COMPLETED PROJECT, UNTIL PAID IN FULL)

Method of payment: (circle) MC VISA AMEX DISC or paypal@terrانovamastering.com

Who is the party responsible for payment of this project? (the invoice will reflect the following info)

Name : _____ Company name _____

Address _____

City / State / Zip : _____

Phone: () _____ Fax () _____ Email: _____

CREDIT CARD INFORMATION

Card type: _____

Number : _____

Exp. Date: month ____ year ____ Name on card : _____

Billing address and zip code of this card

Today's date : _____ Signature : _____

Credit card info is completely confidential to Terra Nova billing dept.

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 !