

Thoroughly listen to your master.

Listen to the entire disc from start to finish in one sitting. Listen for clicks, pops, dropouts, or any other noises that shouldn't be there. Check your start IDs and the spacing between tracks. If your master isn't 100% right, go back and fix it, because we are going to replicate it exactly as we receive it.

Do not include unlicensed material.

If there is any content on your master that is not your creation - be it an entire track or a half-second sample - you must have a license to use it & we need to have proof that you have that license. Without it, we cannot replicate your CDs. Samples drawn from other media (music, movies, TV, etc.) need "master use" licensing - which is available from the owner of the material to be reproduced. Cover songs need "mechanical" licensing - which is available from the Harry Fox Agency (www.harryfox.com). If you can't or choose not to get a license for someone else's content, you can replace it with a royalty-free clip or sample, or remove it completely.

Burn to a high-quality CD-R.

Always burn your masters to grade-A CD-R media (such as Taiyo Yuden, Verbatim, or Sony) to avoid digital errors that can make your master unusable. Remember that CD-RWs are not usable as masters for replication.

Double-check the order of the tracks.

When you're giving your master that final listen, make sure to compare the order of the songs to that listed on your artwork. You don't want to get a thousand beautiful CDs only to discover that the artwork and audio don't match.

Make copies.

Always make at least two backup copies of your master. Include one with your order, in case one is damaged in transit or otherwise unusable. Keep the other in a safe place, as you never know when a package may be lost or destroyed in the mail.

Protect your investment.

The mail can be a rough place, so make sure to send your masters safely. Put them in jewel-boxes or sleeves and tape them shut. Padding (such as bubble wrap or styrofoam peanuts) is also a good idea.

WHAT TO SEND WITH YOUR ORDER:

To ensure that your project proceeds smoothly without unnecessary delays, make sure to include everything that we need when you send in your order:

- 1. **Completed, signed order form.**
Please read the order form carefully as you fill it out. Make sure to sign where required and to include all five pages with your order. I know it seems long, but we want to get your project exactly as you envision it; please help us out.
- 2. **CD-R masters with log.**
Make sure your master sounds perfect, and include it (and a backup copy), along with a log listing all tracks and their times.
- 3. **Artwork files and printout.**
Use the design templates provided by Triple Disc to make sure that your artwork will meet our specifications. Include a printout of your artwork so we can be as true as possible to your vision. If you are at all unsure, cut out the pieces & place them into a jewel-box so you can see how they will fit and the finished product will be laid out.
- 4. **Completed, signed IPR form and licensing information.**
We need to know that you own the rights to replicate your CD, or that you have permission from the owners whose music you are replicating.
- 5. **Deposit and method of final payment.**
We can't commence your production without a 50% deposit and a method of payment for the balance. You can pay by check, money order, ACH (which is an electronic method of debiting your checking account), or credit card. See page four of your order form for detailed payment instructions.

*Thanks for choosing Triple Disc
for your CD project.
We'll make you glad you did!*