

## VINYL ORDER CHECKLIST

Before we get the production underway, we will need a few more details from you. Please review the below information to proceed.



### COPYRIGHT AUTHORITY FORM (PG 2)

This form provides Implant with permission to press the vinyl on your behalf. **The name of the copyright holder must match what is written on the artwork otherwise the copyright letter will be rejected.**

### VINYL MASTER CUE SHEET (EXAMPLE ON PG 3)

Used to check the vinyl cutting requirements at the lacquer creation facility.



### SUBMITTING AUDIO & TEST PRESSING

Once you've supplied your wav files (at 24bit, 48 KHz), copyright authority form and cue sheet, the lacquer cutting process begins immediately. Please ensure you triple check that the wav files supplied are the correct version, mastered for vinyl, and play as desired before you submit them into production.

Two test pressings will be supplied. Extra's can be arranged at an additional charge.

**PLEASE NOTE** - Resupplying the audio either during the production or after the production of the test press will incur extra charges.

If your deadline does not permit, or you simply decide not to order a test pressing, Implant Media cannot be held liable for any discrepancies in the final delivered product.



### SUBMITTING ARTWORK

After you supply your vinyl artwork, Implant Media will generate PDF proofs for you to check and approve into production. The vinyl covers, labels and paper parts are put into production as soon as the proofs are approved. If you find any errors in the artwork after the proofs have been approved, there will be additional charges to reprint any paper parts.

### TURNAROUND TIME

Test presses are typically ready to collect from our store within **4-5 weeks** from the delivery of wav files, authority form and cue sheet. Once the test press is approved, the production and delivery into store takes approximately 4 weeks. **We recommend booking your launch date after the test presses are approved.** Our standard vinyl turnaround is **8-10 weeks** - however any errors or remakes will add additional time to the production turnaround.

If a quicker lead time is required, please notify our team so we can see what we can do to assist.

### DELIVERY

Our quotes include delivery to our Brunswick East office. If any further deliveries (local, interstate or international) are required for either the test pressing or the completed order then that will be an additional charge and quoted separately.

We look forward to working with you on your vinyl release!

## COPYRIGHT AUTHORITY FORM

Please complete this form, sign and return to Implant Media asap. **The name of the copyright holder must match what is written on the artwork otherwise the copyright letter will be rejected.**

NAME  
ADDRESS  
PHONE  
EMAIL

To Whom it may concern,

Copyright proof and authorization letter

We hereby declare that we are the copyright owner and hold all rights of the following LP vinyl record and hereby authorize Translink Media Ltd (Guangzhou YongTong A&V Manufactory Ltd) to replicate the records on our behalf. We undertake to indemnify Translink Media Ltd (Guangzhou YongTong A&V Manufactory Ltd) against all liability and loss whatsoever incurred arising out of copyright infringement or any dispute or claims for manufacturing of the above-captioned production title(s).

Title Name:  
Quantity:

TRACKLIST:

SIDE A

SIDE B

Yours truly,

Date:

## VINYL MASTER CUE SHEET

Here's an example of a cue sheet layout.

### **SIDE A** ( 7mins 15secs )

A1. Track name - 0:00 - 3:28

A2. Track name - 3:31 - 7:12

A3. Track name - 7:15 - Close of side A

### **SIDE B** ( 8mins 11secs )

B1. Track name - 0:00 - 3:39

B2. Track name - 3:42 - 8:08

B3. Track name - 8:11 - Close of side B