

## CD PURCHASE ORDER

PLEASE COMPLETE THIS FORM  
AND RETURN VIA EMAIL OR POST TO  
YOUR BREED MEDIA SALES CONTACT

NAME \_\_\_\_\_

CONTACT NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

CATALOGUE NUMBER \_\_\_\_\_

ARTIST / TITLE OF RELEASE \_\_\_\_\_

YOUR QUOTE REFERENCE NUMBER \_\_\_\_\_

VAT NO. (NON UK-BASED EU CLIENTS ONLY) \_\_\_\_\_

INVOICE ADDRESS

DELIVERY TELEPHONE NUMBER \_\_\_\_\_

DELIVERY ADDRESS (IF DIFFERENT TO INVOICE ADDRESS)

### CD ORDER MASTER ASSETS SUPPLIED TO BREED MEDIA:

Visit our online FAQ for info on how to correctly supply your audio and artwork.

#### CD MASTER

##### FORMAT SUPPLIED AS:

CD audio masters should ideally be supplied as DDP or Red Book Standard.

**DDP (RECOMMENDED)**

**RED BOOK STANDARD AUDIO (CD)**

**WAV\*** (£60+VAT)

**CD**

##### METADATA PRESENT:

**YES**

**NO** (audio masters only)

##### DELIVERY METHOD:

**BREEDPORT/WETRANSFER**

**FTP**

**CD**

**DATE SUPPLIED:** \_\_\_\_\_

\*A £60+VAT charge applies for converting WAV files (data) to Red Book Standard (audio). It is not possible for WAV files to retain metadata, so if required this must be encoded during conversion to Red Book Standard.

#### ARTWORK

Please ensure all files uploaded to FTP are zipped to prevent corruption and label each upload with your catalogue number.

Resupplied artwork may incur an extra charge.

##### DELIVERY METHOD:

**BREEDPORT/WETRANSFER**

**FTP**

**CD**

**OTHER**

**DATE SUPPLIED:** \_\_\_\_\_

#### OPTIONAL EXTRAS

**BARCODE NUMBER & INSERTION** (£10+VAT)

**BARCODE INSERTION (NO FEE)** YOUR BARCODE NUMBER

**SHRINKWRAP** (if not already included in quote, £0.04+VAT per unit)

**METADATA ENCODING (£60+VAT)** (CD text & ISRC, WAV conversion if applicable)

#### PAYMENT METHOD

**BANK TRANSFER (NO FEE)**

**DEBIT CARD (NO FEE) UK ONLY**

**CREDIT CARD (NO FEE) UK ONLY**

**PAYPAL (5.5% FEE)**

#### ADDITIONAL REQUIREMENTS / DELIVERY INFORMATION / SPECIAL INSTRUCTIONS

## **CD TRACK LIST & TIMINGS**

Please list your tracks and track timings in the box, giving track number, track title and timing (minutes.seconds).

example:

1. The First Song - 3.45
2. The Second Song - 4.15
3. My Third Tune - 2.58

tracks:

## **COPYRIGHT DECLARATION:**

THE CLIENT CONFIRMS THAT FOR AUDIO OR DIGITAL CONTENT MASTERS;

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Right-to-replicate permission is afforded via:  

	<b>MCPS Licence (or non-UK equivalent)</b>
	Correspondence from IPR owner
	Content is Public Domain

**ANY RIGHT-TO-REPLICATE PERMISSION MUST BE SUPPLIED TO BREED MEDIA FOR REPLICATION TO COMMENCE.**

## **A NOTE ABOUT THIS FORM**

The majority of orders received by Breed Media are a result of probably more than one discussion between us and you the valued customer. It is likely you will have been given various written options to consider: we have therefore prepared this form to prevent any mistakes, oversights or misunderstandings.

A few minutes spent checking the details contained within your Purchase Order Form and Quote will ensure you receive exactly what you understood you were receiving.

Any instruction given verbally to any Breed Media employee that is extra to those instruction written on these forms may not be recalled or acted upon. It is important to understand that we proceed with an order using the Purchase Order Form details only. CD, DVD, Vinyl and printed parts will be manufactured and delivered according to the specifications and details on the Purchase Order Form.

Order amendments may be possible up to the proofing stage, but are generally not possible once full production has commenced. Any amendments required to any order element must be communicated and confirmed via email to your Breed Media contact. Be sure to use your catalogue number in all communications.

Please help us by carefully checking all details, and inform your Breed Media contact of any changes required when they send our artwork/ audio proofs, and before your order is placed into full production.

I confirm that I have read and understood the information on this form, the instructions I have given are correct, and I agree to the Terms and Conditions.

DATE \_\_\_\_\_

By completing this form you are agreeing to check all details on your Purchase Order Form and Breed Quote, to ensure you receive exactly what your requested quote offers. You are also agreeing to the Terms and Conditions available at [www.keyproduction.co.uk/terms/general](http://www.keyproduction.co.uk/terms/general). Breed Media is a Key Production company.

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