



# VINYL 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)

SIZE OF VINYL

7"

10"

12"

## MASTER ASSETS SUPPLIED TO BREED MEDIA:

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

### MASTER

FORMAT SUPPLIED AS:

WAV

DDP

CD

DELIVERY METHOD:

BREEDPORT/WETRANSFER

FTP

CD

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

### ARTWORK

Please ensure all files uploaded to FTP are zipped to prevent corruption and label each upload with your catalogue number. Contact us for a guide to supplying artwork. Resupplied artwork may incur an extra charge.

DELIVERY METHOD:

BREEDPORT/WETRANSFER

FTP

CD

OTHER

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

### OPTIONAL EXTRAS

TEST PRESSING (X5) & UK DELIVERY (£33.50+VAT)

*TPs can be delivered internationally for an additional surcharge.  
Please ask your sales contact for a quote.*

BARCODE NUMBER & INSERTION (£10+VAT)

BARCODE INSERTION (NO FEE) YOUR BARCODE NUMBER

SHRINKWRAP (if not already included in quote, £0.1216+VAT per unit)

COLOURED/SPLATTER/SHAPED VINYL (additional cost TBC)

### 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

## TRACK LIST & TIMINGS

Please list your tracks and track timings in the box, giving track number, track title and timing (minutes.seconds).  
If your release has more than 4 sides then please contact your planner for advice on supplying track list and times.  
example:

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

**SIDE 1:**                      **SPEED:**      33rpm      45rpm

**SIDE 2:**                      **SPEED:**      33rpm      45rpm

**SIDE 3:**                      **SPEED:**      33rpm      45rpm

**SIDE 4:**                      **SPEED:**      33rpm      45rpm

The standard gap is 2 seconds between tracks. Let us know on this form if anything different is required.

## **COPYRIGHT DECLARATION:**

THE CLIENT CONFIRMS THAT FOR AUDIO OR DIGITAL CONTENT MASTERS;

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	<b>Correspondence from IPR owner</b>
	<b>Content is Public Domain</b>
  
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**ANY RIGHT-TO-REPLICATE PERMISSION MUST BE SUPPLIED TO BREED MEDIA FOR REPLICATION TO PROCEED.**

## **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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