

Customer Agreement Form

The following is **very important** information regarding your order and the terms you accept when placing an order. We suggest you read this and/or print a copy for your files.

T-Number:

- You will be furnished with a "T" Number confirming your order once it's been received. You must have this number when contacting us regarding your project. No information will be given without this number.
- United Does Not Ship C.O.D., Parcel Post, or Freight Collect. And we CANNOT ship to PO Boxes.

Deposit and payment info: Your order will not be processed if you fail to send the correct deposit with your CD/tape, lacquers, or metal parts. Only U.S. funds are accepted. URP accepts money orders, checks and all major credit cards. We do not accept Discover card. Money orders from Canada must show a Bank from the US on the face. It must also have a 9-digit routing number. We cannot accept Canadian Postal Money orders with a 10-digit routing number.

Deposit:

- United requires a deposit at the time your order is placed.
- All NEW orders require a deposit equal to 75% of your total cost.
- All REORDERS must be paid in full when order is placed.
- Payment in full for Digital Downloads, Etched Art or Custom Jackets/Sleeves is required with your deposit
- If certified funds are not submitted we reserve the right to wait 10 business days to allow your check to clear before starting your order. In the event of non-sufficient funds (a bounced check) there will be a \$25 fee.

Balance of Payment: The balance of payment for your order is due when you submit your test pressing approval. URP accepts money orders, checks and all major credit cards. We do not accept Discover card. Money orders from Canada must show a Bank from the US on the face. It must also have a 9-digit routing number. We cannot accept Canadian Postal Money orders with a 10-digit routing number.

Canceling an Order: In the event that your order is cancelled for any reason, you will be charged a cancellation fee of \$25 plus the cost of returning your source materials. You will also be charged for any other costs incurred (printing labels etc.) depending on the stage of production the order is in when cancelled.

Turnaround Times: The process is one that is heavily reliant on precision, length of queue, and a little bit of luck. Once your order form, music, and deposit have been received, it can take roughly eight weeks for your test pressings to be shipped. Once you approve your tests and all of the components (jackets, inserts, stickers, etc.) have been received, it typically takes another eight weeks for your order to be completed. It is possible for sooner but just as possible for later as there are limits to the control we have on 1960's technology. The only promise we make on turn times is that we'll try our best as that's the only thing we can truly control.

Quantities: All Orders are considered COMPLETE if final shipment is within 10% plus or minus the amount ordered, customer is responsible for the costs of any overrun manufactured within 10% of the order.

Reorders: All reorders must be paid in full at the time the order is placed. If parts are remaining from your order (jackets, labels, inserts, etc.) we will use those. In the event that all parts were utilized you will be sold additional parts. Replacement stampers may be required as well.

Labels: The stamper matrix numbers and the label number must match. Each must be marked either side A and B or side 1 and 2. If stamper and label are not marked properly, United is not responsible for misplaced labels. All labels are baked to eliminate excess moisture and to prevent bubbling. As a result, some color change can occur. This is most prominent with PMS colors.

Refusal of Services: URP reserves the right to refuse any order for any reason it deems necessary.

Insurance: You are responsible for providing your own insurance coverage, URP's policy does not provide protection for client's parts or music in our possession.

Returns:

- No Merchandise may be returned to UNITED without authorization from your UNITED customer service representative.
- If there is a problem with your order UNITED requires you send in 25 records so we can get fair sample of your run of records. Returns must be shipped via ground service (i.e. USPS Media Mail, UPS Ground etc.) to be eligible for a credit or reimbursement of your return shipping costs.
- Return shipping costs via ground service can be credited or reimbursed only with a copy of your receipt from the shipping company. United will NOT credit or reimburse shipping costs of returns made by airmail or similar express services.
- No product will be replaced or credit given 30 days of the client's receipt of their product.

Test Pressings:

- Standard shipping for test pressings is 2nd day air at \$45 per location. Tests may be shipped overnight at \$85 per location
- Tests pressings are to preview the audio quality of your records and approve them before we begin pressing. All tests have generic UNITED labels.
- When sending in lacquers or metal parts, your test pressings are audio tested to ensure copyright clearance.

Prices are subject to change without notice

Mastering:

- United will master your lacquers to RIAA standards. The actual Mixing, EQ-ing, etc., should be done prior to sending your source music to us to press your records. The source you send to United should sound like you want the music to sound on vinyl, sequenced in order with the correct spacing between each song and a longer space between sides.
- Extra mastering charges may occur if our engineer has a problem with your submitted music or your songs are not presented in the proper order.
- To avoid extra charges the songs on your source music should be in the same order as you'd like them on your records.
- Please be aware that we cannot be held responsible for sound issues created as a result of going excessively beyond suggested time lengths ([click here to see](#)), please reach out to us if you want more details on the situation or would like our mastering engineer's opinion on the side lengths before cutting your lacquer.

Plating: For your protection, mothers, stampers and labels will be stored for one year. You may request to have them sent back to you. Your parts may be destroyed after a year has passed. With the high number of orders we do we are unable to contact folks before demolition so if you need your parts please contact us. If you are storing your metal parts, all should be stored back to back in their folder to help prevent damage. We cannot be held responsible for damaged stampers that are supplied by other vendors.

Fulfillment Charges: Orders shipped to more than two locations are subject to fulfillment charges. These charges are \$20 per additional location (starting with the third location) and an additional \$2.50 per box for the boxes going to the additional locations. These charges begin with the third location and are applicable to all orders with three or more ship locations.

Components: We are not responsible for inactive components related to an order in excess of one year.

Copyright Compliance: ALL orders submitted to United Record Pressing are audio tested. If your source material contains samples of any kind, regardless of length, you will be asked to edit out the sample or your order will be rejected. If the order is rejected, you will be billed for any charges incurred to the point of audio testing as well as an order cancellation fee. If you are originating an order outside the United States, please [click here](#).

Compilation / Split Records: If your record features more than one artist, you will be required to verify permissions for release. Please include any artist agreements with your order form or email them directly to copyright@urpressing.com after placing your order. Please feel free to have a representative from each band fill out a separate URP copyright form (sections L&M) to include when placing your order if you do not currently have arrangements on file.

CUSTOMER SIGNATURE: _____
DATE: _____

T# _____
URP WILL ISSUE THIS

United Record Pressing, LLC
www.urpressing.com

453 Allied Drive Nashville, TN 37211
Toll Free: 866.407.3165
Local: 615.259.9396
Fax: 615.244.3734
united@urpressing.com
PRICES AS OF AUGUST 2, 2017



10" VINYL RECORD ORDER FORM

Please make sure you've read and agreed to the terms discussed on <http://www.urpressing.com/agree-10inch.php> before filling out this form.

CONTACT INFORMATION:

CONTACT NAME _____ DATE _____

COMPANY _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIPCODE _____

EMAIL _____ PHONE _____

CELL _____ FAX _____

DO YOU WANT TEST PRESSINGS SENT TO THE ADDRESS ABOVE? YES ☐ NO ☐

SHIPPING INFORMATION (if different from above):

CONTACT NAME _____ DATE _____

COMPANY _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIPCODE _____

EMAIL _____ PHONE _____

CELL _____ FAX _____

DO YOU WANT TEST PRESSINGS SENT TO THE ADDRESS ABOVE? YES ☐ NO ☐

A) RECORD NUMBER _____ (this is a letter/number combo that YOU create to identify your record)

ARTIST: _____ ALBUM TITLE: _____

HOW MANY RECORDS DO YOU NEED? _____ @ \$1.10 EACH = _____

DO YOU WANT ALL YOUR RECORDS TO BE BLACK? YES ☐ NO ☐ (IF YES SKIP TO SECTION B)

HOW MANY DO YOU WANT TO BE BLACK? _____ (IF ANY, MIN 300)

DO YOU WANT THEM ALL TO BE **RANDOMLY** MIXED COLOR? YES ☐ NO ☐ (IF YES SKIP TO SECTION B)

HOW MANY DO YOU WANT TO BE **RANDOMLY** MIXED COLOR? _____ (IF ANY, MIN 300)

WHAT OTHER COLORS DO YOU WANT? (PUT A QUANTITY NEXT TO EACH COLOR YOU WANT, 300 MIN **PER COLOR**)

- | | | | |
|--------------------------------------|------------------------------------|---------------------------------|--------------------------------------|
| _____ 1. BLACK | _____ 6. TRANS BLUE (\$.58) | _____ 11. OPAQUE YELLOW (\$.58) | _____ 16. SMOKE (\$.58) |
| _____ 2. TRANS RED (\$.58) | _____ 7. OPAQUE BROWN (\$.58) | _____ 12. TRANS ORANGE (\$.58) | _____ 17. METALLIC SILVER (\$.58) |
| _____ 3. OPAQUE RED (\$.58) | _____ 8. COKE BOTTLE CLEAR (\$.58) | _____ 13. OPAQUE PINK (\$.58) | _____ 18. NATURAL (\$.58) |
| _____ 4. TRANS GREEN (\$.58) | _____ 9. SEA GLASS (\$.58) | _____ 14. LAVENDER (\$.58) | _____ 19. TURQUOISE (\$.58) |
| _____ 5. OPAQUE BLUE (\$.58) | _____ 10. METALLIC GOLD (\$.58) | _____ 15. CRYSTAL CLEAR (\$.58) | _____ 20. WHITE (\$.58) |
| _____ CUSTOM BLEND* (\$.88) OF _____ | | | _____ 21. TRANS LIGHT YELLOW (\$.58) |

*WE CANNOT GUARANTEE THE RESULTS OF CUSTOM BLENDS. SOME BLEND TO ONE CONSISTENT COLOR, OTHERS END UP MARBLE LIKE. GET CREATIVE BUT BLEND AT YOUR OWN RISK. DUE TO THE PROCESSES INVOLVED, WE CANNOT GUARANTEE THE PURITY OF WHITE VINYL AS SOME TRACES OF OTHER COLORS ARE RARE BUT POSSIBLE

HOW MANY STANDARD COLORS (NON-BLACK) IS THAT? _____ @ \$.58 EACH = \$ _____

HOW MANY CUSTOM COLORS IS THAT? _____ @ \$.88 EACH = \$ _____

PLEASE TOTAL ALL CHARGES FROM SECTION A: \$ _____

RECORD NUMBER: _____ LABEL NAME: _____
ARTIST: _____ TITLE: _____
EMAIL: _____ PHONE: _____

B) ON WHAT FORMAT ARE YOU SENDING IN YOUR MUSIC? ☐ CD ☐ DIGITAL FILES
☐ ANALOG TAPE ☐ LACQUERS ☐ METAL PARTS
PLEASE NOTE: YOUR MUSIC SHOULD BE MASTERED BEFORE SENDING IT IN TO UNITED. WE WILL DO A STRAIGHT TRANSFER OF YOUR MUSIC TO THE LACQUER.
*IF YOU ARE SENDING IN LACQUERS OR METAL PARTS, TEST PRESSINGS ARE MANDATORY
CUTTING LACQUERS (\$330.00) \$ _____
THIS IS MANDATORY UNLESS YOU ARE SENDING IN LACQUERS OR METAL PARTS
IF SENDING DIGITAL FILES ADD \$65.00 \$ _____
IF SENDING ANALOG TAPE ADD \$90.00 \$ _____
DO YOU WANT YOUR RECORDS CUT AT 45 RPM OR 33 1/3? 45RPM ☐ 33 1/3 RPM ☐
DO YOU WANT YOUR RECORDS TO HAVE A LOCKED GROOVE? YES ☐ NO ☐
A LOCKED GROOVE IS A CONTINUOUS LOOP OF MUSIC THAT REPEATS ONE ROTATION (\$45 PER LOCK) \$ _____
(YOU MUST SPECIFY WHERE YOU WANT THE LOCK)
DO YOU WANT **ETCHED ART** ON AN UNPLAYABLE SIDE OF YOUR RECORD? YES ☐ NO ☐
IF YES & WE ARE CUTTING YOUR LACQUERS ADD \$290.00 \$ _____
IF YES & WE ARE NOT CUTTING YOUR LACQUERS ADD \$450.00 \$ _____
(ETCHING PRICES ARE THE SAME WHETHER WE CUT YOUR LACQUERS OR NOT. ONE APPEARS LOWER BECAUSE \$160.00 OF IT WAS PAID IN THE FIRST PART OF THIS SECTION)
PLEASE TOTAL ALL CHARGES FROM SECTION B: \$ _____

C) THIS SECTION IS **ONLY** FOR THOSE WHO ARE SENDING IN LACQUERS OR METAL PARTS (IF YOU ARE NOT, SKIP TO SECTION D)
PLEASE TELL US WHERE YOUR PARTS ARE COMING FROM _____
PLEASE TELL US THE MATRIX NUMBERS SCRIBED ON EACH SIDE A _____
B: _____

D) ARE WE DOING THE METAL PLATING FOR YOUR RECORDS? YES ☐ NO ☐ (UNLESS YOU SEND IN METAL PARTS THIS SHOULD BE YES)
PLATING WITH MUSIC (OR ETCHING) ON BOTH SIDES IS \$245.00 \$ _____
PLATING WITH THE **EXACT SAME** MUSIC ON BOTH SIDES IS \$192.50 \$ _____
PLATING WITH MUSIC ON ONE SIDE WITH THE OTHER SIDE **BLANK** IS \$192.50 \$ _____
THE COSTS ABOVE (IN SECTION D) COVER YOUR FIRST ORDER UP TO 1000 RECORDS. LARGER ORDERS AND REORDERS ARE BILLED ACCORDING TO THE PRICES BELOW.
ADDITIONAL PLATING _____ @ \$.14 = \$ _____
THIS IS BILLED PER RECORD FOR REORDERS OR INITIAL ORDERS GREATER THAN 1000
PLEASE TOTAL ALL CHARGES FROM SECTION D: \$ _____

E) TEST PRESSINGS (When sending in lacquers or metal parts, your test pressings are audio tested to ensure copyright clearance)
IF YOU'RE PRESSING LESS THAN 1500 RECORDS ON BLACK VINYL YOU GET **5 TEST PRESSINGS** FOR \$85.00 \$ _____
IF YOU'RE USING COLORED VINYL, TESTS ARE MANDATORY AND ADD \$15 TO THE COST OF YOUR TESTS \$ _____
ADDITIONAL COPIES OF YOUR TEST PRESSINGS ARE \$3.00 (\$4 FOR COLOR) EACH _____ @ \$ _____.00 = \$ _____
(MAX IS 50)
SHIPPING TESTS: ADD \$45.00 (PER LOCATION) FOR 2ND DAY AIR, \$85 (PER LOCATION) FOR OVERNIGHT: \$ _____
(\$175 PER LOCATION FOR INTERNATIONAL)
PLEASE TOTAL ALL CHARGES FROM SECTION E: \$ _____

F) PRESS SET UP CHARGES
BLACK VINYL ORDERS OF LESS THAN 500 RECORDS HAVE A PRESS SETUP FEE OF \$85.00 \$ _____
BLACK VINYL ORDERS OF **GREATER THAN OR EQUAL TO 500** RECORDS DO NOT HAVE A SETUP FEE
ALL COLORED VINYL ORDERS HAVE A PRESS SETUP FEE OF \$95.00 PER COLOR \$ _____
PLEASE TOTAL ALL CHARGES FROM SECTION F: \$ _____

RECORD NUMBER: _____ LABEL NAME _____
ARTIST: _____ TITLE: _____
EMAIL: _____ PHONE: _____

G) CENTER LABELS

LABEL TEMPLATES CAN BE FOUND AT: www.urpressing.com/templates

PLEASE INCLUDE A PRINTED COPY OF YOUR LABELS WITH YOUR ORDER.
UNITED DOES NOT ACCEPT LABELS FROM OTHER PRINTERS.

BASIC LABELS (THESE ARE **BLACK INK** ON **WHITE PAPER**) \$160 (FOR THE FIRST SET (A&B) OF 1000) \$ _____

ONCE YOU'VE GONE THROUGH YOUR FIRST 1000 LABELS ADDITIONAL LABELS ARE SOLD AT \$.16 EACH _____ @ \$.16 = \$ _____

DELUXE LABELS (CMYK LABELS, EXCLUDES PMS COLORS) \$220 (FOR THE FIRST SET (A&B) OF 1000) \$ _____

ONCE YOU'VE GONE THROUGH YOUR FIRST 1000 LABELS ADDITIONAL LABELS ARE SOLD AT \$.22 EACH _____ @ \$.22 = \$ _____

LABEL EXTRAS BLANK LABELS (BLACK OR WHITE WITH NO PRINT ON THEM) SOLD IN SETS (A&B) AT \$90 PER THOUSAND \$ _____

TYPESETTING CHARGES (ADDING OR EDITING TEXT ON BASIC LABELS) (\$100 PER HOUR) \$ _____

PMS COLORS ARE \$100 PER COLOR IF YOU'D LIKE THEM PLEASE LIST THE COLOR CODES BELOW

_____ THAT TOTALS _____ # COLORS AT \$100 EACH \$ _____

*The stamper matrix numbers and the label number must match. Each must be marked either side A and B or side 1 and 2.
If stamper and label are not marked properly, United is not responsible for misplaced labels.*

PLEASE TOTAL ALL CHARGES FROM SECTION G: \$ _____

H) DIGITAL DOWNLOADS

WOULD YOU LIKE UNITED TO HOST DOWNLOADS AS A PURCHASE INCENTIVE FOR YOUR RECORDS? (\$275.00)

*ALL DOWNLOADS ARE HOSTED AS 320 BIT RATE MP3 FILES. YES ☐ NO ☐ (IF YOU'VE SELECTED NO, YOU CAN SKIP TO SECTION I)

STANDARD DOWNLOAD CARDS \$275 (FOR THE FIRST 1000 CARDS) \$ _____

ONCE YOU'VE GONE THROUGH YOUR FIRST 1000 STANDARD DOWNLOAD CARDS ADDITIONAL CARDS ARE SOLD AT \$.16 EACH _____ @ \$.16 = \$ _____

DOWNLOAD CARD / INSERT COMBOS ARE AVAILABLE IN THE INSERT SECTION (BOTTOM OF NEXT PAGE). THE OPTIONS BELOW APPLY TO THOSE TOO:

UPGRADE FROM MP3 TO LOSSLESS WAV FILES (LARGER HIGHER QUALITY FILES)? YES ☐ NO ☐ (\$65) \$ _____

COLLECT EMAIL ADDRESSES & MARKETING INFO FROM PEOPLE WHO DOWNLOAD? YES ☐ NO ☐ (\$50) \$ _____

SUPPLY CUSTOM DOWNLOAD CARD ART? (PRICED PER SIDE) YES ☐ NO ☐ (\$40) \$ _____

ADD PRINT/ART TO THE BACK OF THE CARDS? YES ☐ NO ☐ _____ CARDS @ \$.10 = \$ _____
(1000 MIN.)

SELECT DOWNLOAD REDEMPTION SITE? YES ☐ NO ☐ WWW. _____ (\$55) \$ _____
(IF YOU SELECT NO THE CARDS WILL DIRECT PEOPLE TO A URP ADDRESS) (THIS CANNOT BE CHANGED ONCE PRINTED SO DOUBLE CHECK IT)

USE OUR GENERIC DIGITAL DOWNLOAD STICKERS? YES ☐ NO ☐ _____ QTY @ \$.13 EACH \$ _____
(INCLUDES APPLICATION)

IF YES, DO YOU WANT THEM ON WHITE, SILVER OR GOLD PAPER?

☐ BLACK ON WHITE ☐ BLACK ON SILVER ☐ BLACK ON GOLD

PLEASE TOTAL ALL CHARGES FROM SECTION H: \$ _____

I) JACKETS, SLEEVES & INSERTS

WOULD YOU LIKE CLEAR VINYL JACKETS WITH FLAPS? YES ☐ NO ☐ _____ @ \$1.00 = \$ _____
(IF YES ADD \$1.00 PER RECORD)

ARE WE PLACING YOUR RECORDS INTO CUSTOM SLEEVES? YES ☐ NO ☐ _____ @ \$.09 = \$ _____
(IF YES ADD \$.09 PER RECORD)

ARE WE PLACING YOUR RECORDS INTO CUSTOM JACKETS? YES ☐ NO ☐ _____ @ \$.09 = \$ _____
(IF YES ADD \$.09 PER RECORD)

WILL WE BE PLACING ANY OTHER ITEMS INTO YOUR JACKETS? YES ☐ NO ☐ HOW MANY ITEMS? _____

WHAT ARE THE ITEMS? _____ TOTALLING _____ @ \$.09 = \$ _____
(POSTCARDS, CDs, DOWNLOAD CARDS, POSTERS, ETC.) (# OF INSERTS X # OF RECORDS)

RECORD NUMBER: _____ LABEL NAME: _____
 ARTIST: _____ TITLE: _____
 EMAIL: _____ PHONE: _____

I) JACKETS, SLEEVES AND INSERTS (CONTINUED)

WOULD YOU LIKE STICKERS APPLIED TO THE SHRINK WRAPPED RECORDS? YES ☐ NO ☐ HOW MANY DIFFERENT STICKERS _____
 WOULD YOU LIKE OUR GENERIC STICKERS? YES ☐ NO ☐

IF SO, WHICH ONE? _____ (CODES CAN BE FOUND ON WWW.URPRESSING.COM/STICKERS) X _____ QTY@ \$.16 = \$ _____
 (INCLUDES APPLICATION)

WOULD YOU LIKE US TO PRINT CUSTOM STICKERS? YES ☐ NO ☐ = \$ _____
 (CALL FOR QUOTE)

AUTOMATED STICKER APPLICATION TO SHRINK WRAP IS \$.11 EACH
 MANUAL STICKER APPLICATION (STICKERS NOT ON ROLLS, APPLICATION TO POLY-BAGS) IS \$.22 EACH NUMBER OF STICKERS _____ \$ _____

WOULD YOU LIKE PLAIN WHITE INNER SLEEVES? YES ☐ NO ☐ (PLAIN WHITE DUST SLEEVES ARE FREE)

WOULD YOU RATHER HAVE 78-STYLE BROWN INNER SLEEVES? YES ☐ NO ☐ @ \$.24 = \$ _____
 (IF YES ADD \$.24 PER RECORD)

WOULD YOU LIKE YOUR RECORDS SHRINK WRAPPED? YES ☐ NO ☐ @ \$.15 = \$ _____
 (SHRINK WRAP IS ONLY AVAILABLE FOR RECORDS IN JACKETS) (IF YES ADD \$.14 PER RECORD)

CUSTOM INNER SLEEVES (THAT GO INSIDE THE JACKETS)

WOULD YOU LIKE CUSTOM PRINTED INNER SLEEVES?

YES ☐ NO ☐ (INDICATE QTY TO THE RIGHT)

QUANTITY	500	1000	2000	5000
PRICE	\$1050	\$1125	\$1599	\$2899
PLEASE CHECK THE QTY DESIRED				

IS UNITED SUPPLYING YOUR JACKETS OR INSERTS? YES ☐ NO ☐

IF NO, WHERE ARE THEY COMING FROM? _____

PLEASE NOTE ADDITIONAL PDF PROOFS ARE \$25 EACH FOR CORRECTIONS AND REDO'S SO PLEASE DOUBLE CHECK YOUR ART BEFORE SENDING.

STANDARD CMYK SINGLE POCKET JACKETS

QUANTITY	500	1000	2000	5000
PRICE	\$985	\$1095	\$1535	\$2745
PLEASE CHECK THE QTY DESIRED				

CMYK DUAL POCKET GATEFOLD JACKETS

QUANTITY	500	1000	2000	5000
PRICE	\$2635	\$2925	\$3972	\$7300
PLEASE CHECK THE QTY DESIRED				

PREMIUM SINGLE POCKET "OLD SCHOOL" STOUGHTON JACKETS

QUANTITY	1000	2000	3000	5000
PRICE	\$2299	\$3299	\$4899	\$6499
PLEASE CHECK THE QTY DESIRED				

PREMIUM DUAL POCKET "OLD SCHOOL" STOUGHTON JACKETS

QUANTITY	1000	2000	3000	5000
PRICE	\$3615	\$5085	\$6915	\$9950
PLEASE CHECK THE QTY DESIRED				

☐ MATTE FINISH - \$60 (per 1000) ☐ UV/GLOSS FINISH - \$60 (per 1000) ☐ REVERSE BOARD - \$100 (per order)

☐ HARD COPY PROOF - \$115
 These proofs are meant to show color, they are NOT representative of texture or size of actual jackets.

☐ PRE-PRESS DESIGN SERVICES - \$150

BUDGET JACKETS:

SINGLE SIDED CMYK CONVERTIBLE (10" X 10" FRONT / 10" X 7" BACK) FOLD OVER JACKET

\$200.00 BASE COST + \$.75 PER UNIT QTY X \$.75 = _____ + \$200 = \$ _____

DOUBLE SIDED CMYK CONVERTIBLE (10" X 10" FRONT / 10" X 7" BACK) FOLD OVER JACKET

\$250.00 BASE COST + \$1.20 PER UNIT QTY X \$1.20 = _____ + \$250 = \$ _____

TEMPLATES CAN BE FOUND AT: www.urpressing.com/templates

CUSTOM PRINT TOTAL (TOTAL SECTION I) \$ _____

RECORD NUMBER: _____ LABEL NAME: _____
ARTIST: _____ TITLE: _____
EMAIL: _____ PHONE: _____

CUSTOM INSERTS:

SINGLE SIDED CMYK (OR BLACK & WHITE) 10" X 10" INSERTS

\$175.00 BASE COST + \$.25 PER UNIT _____ QTY X \$.25 = _____ + \$175 = \$ _____

DOUBLE SIDED CMYK (OR BLACK & WHITE) 10" X 10" INSERTS

\$225.00 BASE COST + \$.40 PER UNIT _____ QTY X \$.40 = _____ + \$225 = \$ _____

DELUXE DUAL SIDED INSERT AND DOWNLOAD CARD COMBOS

(ONLY AVAILABLE IN 100LB TEXT PAPER STOCK) SEE SECTION H FOR MORE DOWNLOAD OPTIONS

\$315.00 BASE COST + \$.55 PER UNIT _____ QTY X \$.55 = _____ + \$315 = \$ _____

Please select insert paper type:

☐ 80 LB TEXT GLOSS COATED STOCK ☐ 80 LB TEXT GLOSS UNCOATED (MATTE) STOCK ☐ 100 LB COVER (RIGID) GLOSS COATED STOCK

PLEASE TOTAL ALL CHARGES FROM SECTION I: \$ _____

J) TOTALING YOUR ORDER

PLEASE TOTAL ALL CHARGES FROM ALL SECTIONS : \$ _____

WOULD YOU LIKE TO HAVE YOUR SOURCE MUSIC RETURNED TO YOU? YES ☐ NO ☐

IF YES, ADD \$15 FOR DOMESTIC SHIPPING OR \$50 FOR INTERNATIONAL SHIPPING. : \$ _____
SOURCE MUSIC IS THE CD, ANALOG TAPE OR DVD YOU USED TO SEND YOUR MUSIC IN.

WOULD YOU LIKE TO HAVE YOUR METAL PARTS RETURNED TO YOU? YES ☐ NO ☐

IF YES, ADD \$20 FOR DOMESTIC SHIPPING OR \$170 FOR INTERNATIONAL SHIPPING. : \$ _____

IF YOU'RE ORDERING/SENDING MORE JACKETS AND/OR SLEEVES THAN YOU ARE USING HOW SHOULD WE DEAL WITH THE OVERAGE?

☐ PLEASE RUN AS MANY RECORDS AS YOU HAVE JACKETS ☐ PLEASE SCRAP EXTRA PRINT ☐ PLEASE SEND BACK TO ME (\$25 PER BOX/100)
THIS WILL BE ADDED TO YOUR BILL BY UNITED

ORDER TOTAL (TOTAL ALL ABOVE IN THE SECTION) : \$ _____

DEPOSIT AMOUNT: TOTAL FROM LINE ABOVE _____ X .75 (75%) : \$ _____

SHIPPING COSTS / SALES TAX (TO BE ADDED BY URP, UNLESS INSTRUCTED OTHERWISE) : \$ _____
(SALES TAX IS ONLY APPLIED TO ORDERS SHIPPED TO OR PICKED UP IN TENNESSEE)

REMAINING BALANCE AFTER DEPOSIT: \$ _____

RECORD NUMBER: _____ LABEL NAME: _____
ARTIST: _____ TITLE: _____
EMAIL: _____ PHONE: _____

K) TELL US ABOUT YOUR MUSIC

CONTACT _____

NUMBER OF SONGS _____

10" RECORD

45RPM

☐

33 1/3 RPM

☐

YOU MUST INCLUDE ALL OF THE INFORMATION BELOW OR YOUR ORDER WILL BE HELD.

1) SIDE (A/B): _____ ARTIST _____ SONG _____

LENGTH (00:00): ____:____:____ COPYRIGHT OWNER _____
(MINUTES:SECONDS)

2) SIDE: _____ ARTIST _____ SONG _____

LENGTH (00:00): ____:____:____ COPYRIGHT OWNER _____

3) SIDE: _____ ARTIST _____ SONG _____

LENGTH (00:00): ____:____:____ COPYRIGHT OWNER _____

4) SIDE: _____ ARTIST _____ SONG _____

LENGTH (00:00): ____:____:____ COPYRIGHT OWNER _____

5) SIDE: _____ ARTIST _____ SONG _____

LENGTH (00:00): ____:____:____ COPYRIGHT OWNER _____

6) SIDE: _____ ARTIST _____ SONG _____

LENGTH (00:00): ____:____:____ COPYRIGHT OWNER _____

7) SIDE: _____ ARTIST _____ SONG _____

LENGTH (00:00): ____:____:____ COPYRIGHT OWNER _____

8) SIDE: _____ ARTIST _____ SONG _____

LENGTH (00:00): ____:____:____ COPYRIGHT OWNER _____

9) SIDE: _____ ARTIST _____ SONG _____

LENGTH (00:00): ____:____:____ COPYRIGHT OWNER _____

10) SIDE: _____ ARTIST _____ SONG _____

LENGTH (00:00): ____:____:____ COPYRIGHT OWNER _____

NOTES: _____

RECORD NUMBER: _____ LABEL NAME: _____
ARTIST: _____ TITLE: _____
EMAIL: _____ PHONE: _____

THIS PAGE IS ONLY NEEDED IF YOUR RECORD CONTAINS MORE THAN 10 SONGS.

11) SIDE: _____ ARTIST _____ SONG _____

LENGTH (00:00): ____: ____ COPYRIGHT OWNER _____

12) SIDE: _____ ARTIST _____ SONG _____

LENGTH (00:00): ____: ____ COPYRIGHT OWNER _____

13) SIDE: _____ ARTIST _____ SONG _____

LENGTH (00:00): ____: ____ COPYRIGHT OWNER _____

14) SIDE: _____ ARTIST _____ SONG _____

LENGTH (00:00): ____: ____ COPYRIGHT OWNER _____

15) SIDE: _____ ARTIST _____ SONG _____

LENGTH (00:00): ____: ____ COPYRIGHT OWNER _____

16) SIDE: _____ ARTIST _____ SONG _____

LENGTH (00:00): ____: ____ COPYRIGHT OWNER _____

17) SIDE: _____ ARTIST _____ SONG _____

LENGTH (00:00): ____: ____ COPYRIGHT OWNER _____

18) SIDE: _____ ARTIST _____ SONG _____

LENGTH (00:00): ____: ____ COPYRIGHT OWNER _____

19) SIDE: _____ ARTIST _____ SONG _____

LENGTH (00:00): ____: ____ COPYRIGHT OWNER _____

20) SIDE: _____ ARTIST _____ SONG _____

LENGTH (00:00): ____: ____ COPYRIGHT OWNER _____

NOTES: _____

L) COPYRIGHT RELEASE (TO BE READ AND SIGNED BY THE COPYRIGHT OWNER)

THIS MUST BE HAND SIGNED.

IF NECESSARY IT MAY BE FAXED TO 615.244.3734 OR EMAILED TO UNITED@URPRESSING.COM

A) You hereby warrant and represent that you are possessed of the full right to enter into this agreement, that you are and shall at all times remain possessed of all rights necessary for you to grant the rights hereunder, and that such does not and shall not infringe upon the rights of any third party. The delivery of any record to us under this agreement constitutes your warranty and representation that you obtained all necessary consents, releases and permissions with respect to any protected materials embodied therein, including, but not limited to any copyrights, trademarks, and/or name and likeness rights, necessary for us to manufacture copies of such record, affix labels to such copies based on information provided to us by you, and deliver such copies to you in accordance with the terms of this agreement.

B) You hereby indemnify us and hold us harmless against any and all losses and damages (including reasonable attorney's fees) arising out of or connected with any breach or alleged breach by you of any of your warranties, representations or covenants herein. You shall pay us on demand any sums for which you are liable hereunder, and if you fail to do so, we shall have the right to charge such sums against and/or deduct such sums from any and all sums accruing to your credit hereunder or becoming payable hereunder. Without limiting the generality of the foregoing, if any claim, action or proceeding is made or brought against us which is inconsistent with any of your warranties or representations then (1) we shall give you prompt notice thereof and you shall have the right to participate in the defence thereof at your expense, and (2) we shall have the right to withhold and reserve, from any sums whatsoever otherwise payable to you hereunder, sums reasonably sufficient to secure us for your liabilities hereunder.

SIGNATURE OF COPYRIGHT OWNER: _____

FULL NAME: _____

COPYRIGHT HOLDERS TITLE: _____

RECORD NUMBER : _____ DATE: _____

ARTIST: _____ MUSIC CONTENT TYPE: _____

M) INTELLECTUAL PROPERTY RIGHTS (IPR) INFORMATION

ALBUM TITLE: _____

THIS RECORDING WILL BE:

☐ PRIVATELY DISTRIBUTED ☐ SOLD PUBLICLY ☐ FREE TO THE PUBLIC ☐ OTHER _____

IN WHAT COUNTRIES WILL THESE BE DISTRIBUTED _____

ARE YOU THE IPR OWNER FOR THE ENTIRE RECORDS CONTENT? ☐ YES ☐ NO

**IF YOU ARE NOT THE IPR OWNER, PROOF OF REPLICATION LICENSING
FROM IPR OWNER FOR LICENSED TRACKS IS REQUIRED.**

IS THIS A COMPILATION? ☐ YES ☐ NO

SAMPLING / MIXING OF ADDITIONAL RECORDINGS NOT OWNED (REGARDLESS OF TYPE, QUALITY OR LENGTH) REQUIRES LICENSING OF THOSE ORIGINAL RECORDINGS.

I declare that all information provided herein is true and that all disc contents indicated as being "licensed" are properly licensed for replication under the terms of the original rights holder(s). I further declare that I am the intellectual property rights holder for all contents indicated as being "owned" and I authorize it's duplication. I understand that in accordance with IPR laws the replicator reserves the right to refuse the processing of any order not complying with IPR guidelines.

ORGANIZATION PLACING ORDER: _____ PHONE: _____

SIGNATURE OF REPRESENTATIVE FROM ORGANIZATION: _____

PRINT NAME: _____ DATE: _____ TITLE: _____

GRANT OF RIGHTS FORM - TO BE REPRODUCED ON COPYRIGHT HOLDERS LETTERHEAD.
THIS MUST BE HAND SIGNED.
IF NECESSARY IT MAY BE FAXED TO 615.244.3734 OR EMAILED TO UNITED@URPRESSING.COM

IF THE COPYRIGHT HOLDER DOESN'T
HAVE LETTERHEAD, PLEASE TAPE A COPY
OF THEIR BUSINESS CARD HERE.

DATE: _____

TO: _____

(THIS IS YOU OR YOUR COMPANY)

RE: GRANT OF RIGHTS

RECORD #: _____

(YOUR INTERNAL RECORD NUMBER)

This letter is to warrant that _____ is the owner of
all necessary legal rights to grant duplication rights associated with the following title:

Author / Artist and Title of Selection

_____ hereunder know as the Grantor, hereby
grants _____, hereunder known as the Grantee, the rights
to have the above listed titles duplicated as specified by the Grantor.

List any detailed quantity, application or geographic limitations below:

Signed: _____ / Title: _____
(copyright/IPR owner)