

# 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.*

## U-Number:

- You will be furnished with a "U" 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](mailto: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: \_\_\_\_\_

U# \_\_\_\_\_  
URP WILL ISSUE THIS

United Record Pressing, LLC  
www.urpressing.com

453 Allied Drive Local: 615.259.9396  
Nashville, TN 37211 Fax: 615.244.3734  
Toll Free: 866.407.3165 united@urpressing.com  
PRICES AS OF AUGUST 1, 2017



# 7" VINYL RECORD ORDER FORM

Please make sure you've read and agreed to the terms discussed on [www.urpressing.com/agree-7inch.php](http://www.urpressing.com/agree-7inch.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 \_\_\_\_\_ vez \_\_\_\_\_

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? \_\_\_\_\_ QTY @ \$.61 = \$ \_\_\_\_\_

☐ LARGE (FREE) ☐ SMALL (FREE) ☐ UK PUNCH-OUT\* (.05 EACH)

\_\_\_\_\_ QTY @ \$.0 = \$ \_\_\_\_\_

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 (\$.40)     | _____ 11. OPAQUE YELLOW (\$.40) | _____ 16. SMOKE (\$.40)              |
| _____ 2. TRANS RED (\$.40)           | _____ 7. OPAQUE BROWN (\$.40)   | _____ 12. TRANS ORANGE (\$.40)  | _____ 17. METALLIC SILVER (\$.40)    |
| _____ 3. OPAQUE RED (\$.40)          | _____ 8. COKE BOTTLE CLEAR      | _____ 13. OPAQUE PINK (\$.40)   | _____ 18. NATURAL (\$.40)            |
| _____ 4. TRANS GREEN (\$.40)         | _____ 9. SEA GLASS (\$.40)      | _____ 14. LAVENDER (\$.40)      | _____ 19. TURQUOISE (\$.40)          |
| _____ 5. OPAQUE BLUE (\$.40)         | _____ 10. METALLIC GOLD (\$.40) | _____ 15. CRYSTAL CLEAR (\$.40) | _____ 20. WHITE (\$.40)              |
| _____ CUSTOM BLEND* (\$.60) OF _____ |                                 |                                 | _____ 21. TRANS LIGHT YELLOW (\$.40) |

\*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.

HOW MANY STANDARD COLORS (NON-BLACK) IS THAT? \_\_\_\_\_ @ \$.40 EACH = \_\_\_\_\_

HOW MANY CUSTOM COLORS IS THAT? \_\_\_\_\_ @ \$.60 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

**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.

☐ ANALOG TAPE ☐ LACQUERS ☐ METAL PARTS

CUTTING LACQUERS (\$185.00) \$ \_\_\_\_\_

THIS IS MANDATORY UNLESS YOU ARE SENDING IN LACQUERS OR METAL PARTS

\*IF YOU ARE SENDING IN LACQUERS OR METAL PARTS, TEST PRESSINGS ARE MANDATORY.

IF SENDING DIGITAL FILES ADD \$65.00 \$ \_\_\_\_\_

IF SENDING ANALOG TAPE ADD \$85.00 \$ \_\_\_\_\_

DO YOU WANT YOUR RECORDS CUT AT 45 RPM OR 33 1/3? 45RPM ☐ 33 1/3 RPM ☐

**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 \$357.50 \$ \_\_\_\_\_

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 \$87.50 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 \$185.00 \$ \_\_\_\_\_

PLATING WITH THE **EXACT SAME** MUSIC ON BOTH SIDES (OR A BLANK SIDE) IS \$152.50 \$ \_\_\_\_\_

PLATING WITH MUSIC ON ONE SIDE WITH THE OTHER SIDE **BLANK** IS \$152.50 \$ \_\_\_\_\_

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 (FOR ORDERS OVER 1000 AND REORDERS) \_\_\_\_\_ @ \$.04 = \$ \_\_\_\_\_

**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)**

WHEN PRESSING LESS THAN 1500 RECORDS ON BLACK VINYL YOU GET **3 TESTS PRESSINGS** FOR \$45.00 \$ \_\_\_\_\_

WHEN PRESSING **MORE THAN** 1500 RECORDS ON BLACK VINYL YOU GET **3 TEST PRESSINGS** FOR FREE \$ \_\_\_\_\_

WHEN PRESSING COLORED VINYL, TESTS ARE MANDATORY AND ADD \$20.00 TO THE COST OF YOUR TESTS \$ \_\_\_\_\_

ADDITIONAL COPIES OF YOUR TEST PRESSINGS ARE \$3.00 EACH FOR BLACK (\$4.00 FOR COLOR) \_\_\_\_\_ @ \$.00 = \$ \_\_\_\_\_  
(MAX IS 50)

SHIPPING TESTS: ADD \$30.00 (PER LOCATION) FOR 2ND DAY AIR, ADD \$65.00 (PER LOCATION) FOR OVERNIGHT \$ \_\_\_\_\_  
(ADD \$100 (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 \$45.00 \$ \_\_\_\_\_

ALL COLORED VINYL ORDERS HAVE A PRESS SETUP FEE OF \$65.00 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](http://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) \$160.00 (FOR THE FIRST 1000 SETS (A&B)) \$ \_\_\_\_\_

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 1000 SETS (A&B)) \$ \_\_\_\_\_

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

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

DO YOU WANT YOUR RECORDS IN CUSTOM JACKETS OR SLEEVES? YES ☐ NO ☐ (IF YOU'VE SELECTED NO, YOU CAN SKIP TO SECTION J)

(IF YOU SELECT NO YOUR RECORDS WILL BE SHIPPED IN PLAIN WHITE DUST SLEEVES)

WOULD YOU LIKE FOLD-OVER CUSTOM JACKETS IN POLY-BAGS? YES ☐ NO ☐ TEMPLATES CAN BE FOUND AT:  
[www.urpressing.com/templates](http://www.urpressing.com/templates)

**SINGLE** SIDED CMYK FOLD OVER JACKETS WITH POLY BAGS

\$200.00 BASE COST + \$.55 PER UNIT \_\_\_\_\_ QTY X \$.55 = \_\_\_\_\_ + \$200 = \$ \_\_\_\_\_

**DOUBLE** SIDED CMYK FOLD OVER JACKETS WITH POLY BAGS

\$250.00 BASE COST + \$.85 PER UNIT \_\_\_\_\_ QTY X \$.85 = \_\_\_\_\_ + \$250 = \$ \_\_\_\_\_

WOULD YOU LIKE STANDARD SINGLE POCKET CUSTOM JACKETS YES ☐ NO ☐ TEMPLATES CAN BE FOUND AT:  
[www.urpressing.com/templates](http://www.urpressing.com/templates)

**STANDARD SINGLE POCKET CMYK JACKETS**

Quantity	300	500	1000	2000
Price	\$595	\$610	\$675	\$900
PLEASE CHECK THE QTY DESIRED				

**DUAL POCKET CMYK JACKETS**

Quantity	500	1000	2000	5000
Price	\$1395	\$1659	\$2159	\$3395
PLEASE CHECK THE QTY DESIRED				

OPTIONAL JACKET EXTRAS:

☐ MATTE FINISH - \$50 ☐ HARD COPY PROOF - \$65 ☐ PRE-PRESS DESIGN SERVICES - \$150 \$ \_\_\_\_\_  
(TOTAL FOR EXTRAS)

ARE YOU SENDING IN JACKETS OR SLEEVES? YES ☐ NO ☐ WHERE ARE THEY COMING FROM \_\_\_\_\_

RECORD NUMBER: \_\_\_\_\_ LABEL NAME: \_\_\_\_\_  
ARTIST: \_\_\_\_\_ TITLE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

WOULD YOU LIKE PLAIN WHITE INNER SLEEVES? YES ☐ NO ☐ (PLAIN WHITE DUST SLEEVES ARE FREE)  
WOULD YOU LIKE PLAIN BROWN INNER SLEEVES? YES ☐ NO ☐ IF YES, \_\_\_\_\_ QTY @ \$.20 = \_\_\_\_\_  
WOULD YOU LIKE PLAIN BLACK INNER SLEEVES? YES ☐ NO ☐ IF YES, \_\_\_\_\_ QTY @ \$.32 = \_\_\_\_\_  
WOULD YOU LIKE CUSTOM PRINTED INNER SLEEVES? YES ☐ NO ☐ (SEE BELOW FOR PRICING)

BLACK & WHITE INNER SLEEVES

QUANTITY	500	1000	2000	5000
PRICE	\$360	\$425	\$725	\$1599
PLEASE CHECK THE QTY DESIRED				

FOUR COLOR CMYK INNER SLEEVES

QUANTITY	500	1000	2000	5000
PRICE	\$525	\$649	\$899	\$1899
PLEASE CHECK THE QTY DESIRED				

DO YOU WANT YOUR CUSTOM SLEEVES TO HAVE DIE CUT HOLES? YES ☐ NO ☐ \$ \_\_\_\_\_  
(IF YES ADD \$50)

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)

WOULD YOU LIKE TO PURCHASE POLY-BAGS TO COVER YOUR JACKETS? YES ☐ NO ☐ @ \$.20 = \$ \_\_\_\_\_  
(IF YES ADD \$.20 PER RECORD, THIS INCLUDES COST OF INSERTION)

WOULD YOU LIKE YOUR JACKETS SHRINK-WRAPPED? YES ☐ NO ☐ @ \$.22 = \$ \_\_\_\_\_  
(NOT AVAILABLE WITH FOLD-OVERS OR POLY-BAGS)

WOULD YOU LIKE STICKERS APPLIED TO YOUR RECORDS? YES ☐ NO ☐

WOULD YOU LIKE TO USE ANY OF OUR GENERIC STICKERS? YES ☐ NO ☐

IF SO, WHICH ONE? \_\_\_\_\_ (CODES FOUND ON <http://www.urpressing.com/stickers>) \_\_\_\_\_ QTY @ \$.16 = \$ \_\_\_\_\_

AUTOMATED STICKER APPLICATION TO SHRINK WRAP IS \$.11 EACH

MANUAL STICKER APPLICATION (STICKERS NOT ON ROLLS, APPLICATION TO POLY-BAGS, IS \$.22 EACH) @ \$.\_\_\_\_\_ = \$ \_\_\_\_\_

**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. : \$ \_\_\_\_\_

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

IF YES, ADD \$25 FOR DOMESTIC SHIPPING OR \$170 FOR INTERNATIONAL SHIPPING. : \$ \_\_\_\_\_

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

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 \_\_\_\_\_

7" 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: \_\_\_\_\_

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**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: \_\_\_\_\_

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

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SIGNATURE OF COPYRIGHT OWNER: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

COPYRIGHT HOLDERS TITLE: \_\_\_\_\_

RECORD NUMBER : \_\_\_\_\_ DATE: \_\_\_\_\_

ARTIST: \_\_\_\_\_ MUSIC CONTENT TYPE: \_\_\_\_\_

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TO: \_\_\_\_\_

(THIS IS YOU OR YOUR COMPANY)

RE: GRANT OF RIGHTS

RECORD #: \_\_\_\_\_

(YOUR INTERNAL RECORD NUMBER)

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