

NAC VINYL RECORD PRESSING ORDER FORM

Projects will not be started until all Documents, Artwork, Audio, and Payment are received

NOTE: PLEASE USE ADOBE ACROBAT OR READER TO FILL OUT THIS FORM. IF YOU USE ANY OTHER APPLICATION, ESPECIALLY PREVIEW ON A MAC, **EXPORT** A PDF OR JPEG RATHER THAN SIMPLY SAVING THE FORM TO PRESERVE THE DATA YOU'VE ENTERED.

CUSTOMER INFORMATION

Company / Label Name _____
Contact Name _____
Phone _____
Email _____

Date order placed _____
NAC Customer ID# _____
Quantity _____ New Master Reorder

PROJECT INFORMATION

Item or Release I.D. # _____
Artist _____
Project Title _____
Customer Purchase Order# _____

MASTER

Customer's Original Master Format:
 Upload Optical (CD/DVD) Open Reel
 Cassette Other: _____
Program Ready Audio? Yes No
Total Time Side A: _____ (Tracks: _____)
Total Time Side B: _____ (Tracks: _____)
(Standard length limit is 21:59 per side)
 Upgrade to longer length 22:00 – 25:00 (Add'l. cost)
Same Audio Both Sides: Yes No

TEST CASSETTE

Test Pressing Required: Yes No
(Up to 10 test discs for additional cost plus shipping)
Number of test presses requested: _____
Send Test Record(s) To: Billing address
 Shipping address
Send Test Record Via: USPS 1st class mail
 Other: _____

NAC INTERNAL USE ONLY

LOCATION: _____ DATE MASTERED: _____
TEST PRESSING: Yes No #COPIES _____
RUNTIME-SIDE A: _____ -SIDE B: _____
AUDIO ENGINEER: _____
NOTES: _____

VINYL TYPE

VINYL WEIGHT: 140g (Standard) 180g Upgrade (Additional Cost)
VINYL COLOR: BLACK
 WHITE
 CLEAR SPECIAL REQUEST
 BASIC COLOR Code: _____ COLOR _____
(Refer to Basic Color Vinyl Chart on NAC website) (Only with approval of availability and cost)

DESIGN APPLIED TO RECORD

PRINTED PAPER LABELS
(Standard)
 NONE

SIDES FOR DESIGN

A/B (Separate art for each side)
 A/A (Same art both sides)
 A only

PACKAGING

ALBUM JACKET
 Standard 12" LP Jacket Other None
ALBUM DUST SLEEVES
 White Poly-lined Paper Sleeve (Standard)
 Black Poly-lined Paper Sleeve (Additional cost)
 Printed Poly-lined Paper Sleeve (Additional cost)
 Other _____
 Other Packaging: _____

PACKAGE INSERTS: (Additional cost)
 None
 Single-panel printed insert
 Double-panel folding printed insert
PACKAGE WRAP:
 Shrinkwrap Individually (Standard)
 Other: _____

COMMENTS

DOWNLOAD CARDS

None B&W Single-sided Download Cards (Additional cost)
 Color Two-sided Download Cards (Additional cost)
(Includes isongcard.com hosting and codes)

BILL TO

Name: _____
Attn: _____
Address: _____

City _____
State _____ Zip/Postal Code: _____
Country _____

SHIPPING

Blind Shipment: Yes No (If YES, there will be no reference to NAC on any package or paperwork)
UPS: (Preferred) UPS-GROUND UPS-3 DAY UPS-2 DAY UPS-NEXT DAY
UPS ACCT#: _____
FEDEX: (On customer account # only) FEDEX-GROUND FEDEX-2 DAY FEDEX-NEXT DAY
FEDEX ACCT#: _____
OTHER: USPS-PRIORITY MAIL MEDIA MAIL
NAC will not replace or refund any lost or damaged mdse. sent within the US via US Postal Service.

SHIP TO

Name: _____
Attn: _____
Address: _____

City _____
State _____ Zip/Postal Code: _____
Country _____

PAYMENT

To streamline the payment process and keep our customers' credit card information more secure, National Audio will send you an invoice/sales order with your total for this project.
You may pay online with a major credit card using the secure link provided at the bottom of the invoice.
If you wish to receive the invoice through a different email address than the one listed above, list it here.
Email _____

Submit this form to National Audio with the completed IPR Form, Tracklist, and your Audio and Artwork files.



National Audio Company

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