



VINYLPSTCARDS ORDER - FORM

CONTACT

company name:

contact person:

phone:

email:

customer ID (if existing):

YOUR PRODUCTION

project title:

your offer number (if existing):

order quantity:

packaging Option 1:

quantity:

packaging Option 2:

quantity:

packaging Option 3:

quantity:

playing time of vinyl-master: ___ m : ___ s

desired RPM: 45 33

test pressing (+€95): Yes No

vinyl master (+€90): Yes No

extended app package (+€25): Yes No

desired delivery date:

scheduled release date:

other requests/notes:

BILLING ADDRESS

company:

name:

street & no.:

city:

ZIP code:

country:

VAT ID:

your order reference:

SHIPPING ADDRESS same as billing address

company:

name:

street & no.:

city:

ZIP code:

country:

LEGAL DOCUMENTS AND CONTENT FORM

Please read through, fill out and sign the legal documents (individual declaration, general terms and conditions) linked up below. Also make sure to fill out the digital Vinylpostcard content form and prepare the data you would like to integrate according to the specifications described in the document. This third form can also be submitted at a later point.

[general terms and conditions](#) [individual declaration](#) [digital Vinylpostcard content form](#)

Please submit all documents to office@vinylpostcards.com respectively your contact person at Vinylpostcards and we will get back to you as soon as possible!

THANK YOU FOR YOUR ORDER!

EXPLANATIONS AND HELP

- 1) Your production - project title: please choose a title that relates to the production you are ordering. We will use it as working title together with our in-house job number.
- 2) Your production – offer number: If you requested an individual offer and want to refer to it, please fill in the offer number so we can relate to it in the invoicing process.
- 3) Your production – [packaging option](#): You can choose up to three different packaging options for your run. Leave the others blank if just one or none are needed. Packaging of the individual cards is included in the pricing.
- 4) Your production – playing time of vinyl master and RPM: Please consider that the maximum playing time of a Vinylpostcard varies depending on the kind of music you want to be pressed. We advise you to choose 45 RPM in combination with a maximum playing time of 3m:00s (pop music). However, you can still choose 33RPM in combination with a maximum of 3m:30s playing time (pop music). Please get in touch if you are not sure whether your track suits the speed or the format at all.
- 5) Your production – test pressing: It is possible to order a test pressing, to verify the quality of the sound ahead of the final production. Please understand, that this causes additional costs we must charge. Also keep in mind, that if you reject the test pressing, we need to charge another €90 for redoing the master cut and the stamper.
- 6) Your production – vinyl master: In case you are not able to supply us with a dedicated vinyl master, we offer to create your vinyl master in cooperation with our partner studio [weyrerTon](#). The weyrerTon studios are also responsible for the master cut process and have years of experience in working with vinyl.
- 7) Your production – extended digital Vinylpostcard package: Besides the possibilities communicated within our standard digital Vinylpostcard package, we offer an extended package, where you can integrate up to 15 tracks. Follow this [LINK](#) and find the extended digital Vinylpostcard content form.
- 8) Your production – desired delivery date: If you have a specific deadline to meet then please let us know and we will try to schedule your order accordingly. Otherwise leave this field blank and our prompt turnaround times apply.
- 9) Your production – scheduled release date: This information is important for us, because we need to know when your digital Vinylpostcard data needs to go live on the platform at the latest. This way we can plan the update process accordingly and make sure that your card is live prior your release day.
- 10) Legal docs and content form - General terms and conditions: Please make sure to read through our [terms of business](#) and give your consent by signing them.
- 11) Legal docs and content form - individual declaration: In order to be able to execute your order we need you to declare that you own the rights to manifold the material supplied. If you are not able to state that you are either in possession of the copyright or have a legally effective licensing contract with the copyright holder, we won't execute your order.
- 12) Legal docs and content form - digital Vinylpostcard content form: Please fill in all the information you want to integrate into your digital Vinylpostcard and prepare the media you want to integrate according to the descriptions in the document.
- 13) Additional information - technical specifications: Follow this [LINK](#) to download and read through our detailed technical specifications. They give you all the information you need to prepare your production related data.
- 14) Additional information - artwork template: [HERE](#) you will find an artwork template in .psd format. It shows you the dimensions of the final product as well as the bleed we need you to set up. It also shows the position of the middle hole as well as the position of the ident code in the bottom right corner each card will be equipped with.

Please contact us if you have any specific questions, that have not been answered here. We are happy to assist you throughout the ordering process and here to help whenever you have any questions.