

**The Tape Factory**  
**193 Meadville Road Parkersburg WV 26104**  
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Phone:866-777-8273

**ORDER FORM:**  New Order  Re-Order DATE: \_\_\_\_\_ Order # \_\_\_\_\_ (Office only)  
Quantity Ordered: \_\_\_\_\_ Project Description: \_\_\_\_\_

**PRINT THIS FORM AND SUBMIT WITH REQUIRED MATERIALS, MASTER & PAYMENT**

Client's name: \_\_\_\_\_ Company name: \_\_\_\_\_  
Address:(No P.O.Boxes) \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**SHIP TO:** ( If different than above): Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**ORIGINAL MASTER(S) submitted is: AUDIO TRANSFER(S):**

\_\_\_\_\_ CD \_\_\_ Audio or \_\_\_ Data  
(All Audio Transfer is to CD) \_\_\_\_\_ Reel to Reel Tapes # \_\_\_\_\_ of tapes  
\_\_\_\_\_ Micro Cassette(s) # \_\_\_\_\_ of tapes  
\_\_\_\_\_ Records # \_\_\_\_\_ of Records  
\_\_\_\_\_ Cassette(s) # \_\_\_\_\_ of Cassettes

**ORIGINAL MASTER(S) submitted for VIDEO TRANSFER(S):**

\_\_\_\_\_ 8mm or Super 8 Film \_\_\_\_\_ Total Reels \_\_\_\_\_ Feet  
(Video Transfer is to DVD) \_\_\_\_\_ 16 mm Film \_\_\_\_\_ Total Reels \_\_\_\_\_ Feet  
\_\_\_\_\_ Photos (# \_\_\_\_\_ of Photos)  
\_\_\_\_\_ Slides (# \_\_\_\_\_ of slides) **Video:**  
(Specify number of each) \_\_\_\_\_ VHS \_\_\_\_\_ S-VHS \_\_\_\_\_ VHS-C  
\_\_\_\_\_ DVD \_\_\_\_\_ Mini DV \_\_\_\_\_ Hi 8 \_\_\_\_\_ 8mm  
\_\_\_\_\_ ( Other) (Specify) \_\_\_\_\_

**ORIGINAL MASTER(S) submitted for DUPLICATION:**

\_\_\_\_\_ VHS \_\_\_ S-VHS \_\_\_ DVD \_\_\_ DV \_\_\_ DVC  
(Please submit Title,Track & Time with master or \$75 charge) \_\_\_\_\_ CD \_\_\_\_\_ Cassette

Project Title: \_\_\_\_\_ Artist or Client: \_\_\_\_\_  
Tracks: ( For CD Projects) 1: \_\_\_\_\_ 2: \_\_\_\_\_  
3: \_\_\_\_\_ 4: \_\_\_\_\_ 5: \_\_\_\_\_  
6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_  
9: \_\_\_\_\_ 10: \_\_\_\_\_ 11: \_\_\_\_\_

Total number of \_\_\_\_\_ CD's ordered and/or \_\_\_\_\_ DVD'S Ordered

**PRINTING INFORMATION:(for Duplication )** Graphics Submitted on: \_\_\_\_\_ Graphic File \_\_\_\_\_ Raw Materials

**(Please Note) Color Printout of all documents on Graphic File or Additional layout fees may be occurred.**

(Note) All Graphics files must be scanned in at 300DPI or above & include font styles, text, logos, photo's, Crop Marks, Bleed Lines, Fold marks, Catalog Numbers: All colors must conform with CMYK inks in order to avoid extra charges. The CD or DVD Face must be included if specified by Client.

## **SHIPMENT OF MATERIALS TO THE TAPE FACTORY: (IMPORTANT!)**

**1:** Send your master and materials either UPS or FED EX. Do not use regular Postal mail.

This will provide tracking for your project. It is also recommended to obtain insurance for protection

**2:** Make sure you carefully package all materials. The Tape Factory can not be held liable for any loss or damage. IF sending artwork or photos separate them from your master with Cardboard to avoid damage. a separate padded envelope with your order is suggested. Do not tape, staple, Paperclip or fold your photo(s) **or artwork together.**

**3: ALWAYS KEEP A BACK-UP** of any master and materials you send! The Tape Factory is not responsible for masters, photos or artwork.

**4: Musicians:** Protect yourself from Piracy Register All songs and Masters with the United States Copyright Office (<http://www.copyright.gov>) before submitting for duplication ... Songwriters consider affiliation with a performing rights society such as BMI (<http://www.bmi.com>) or ASCAP ([www.ascap.com](http://www.ascap.com))/

**5: Musicians** who record cover tunes of someone else's songs you must get a mechanical license authorizing you to duplicate their composition. You may contact **BMI**, (<http://www.bmi.com>) **ASCAP** ([www.ascap.com](http://www.ascap.com)) **SESAC** ([www.sesac.com](http://www.sesac.com)) or the **Harry Fox Agency** ([www.harryfox.com](http://www.harryfox.com)) for use of the song(s). A copy of the Mechanical license must be provided to The Tape Factory before replication will begin.

**6: DVD Duplication:** If third party music is used in your production a specific of the composition is normally owned by the Record Company. There are two rights to be obtained: **FILM MASTER USE LICENSE** (which covers **usage** if actual recording in your production) and **SYNCHRONIZATION LICENSE** (which covers the music Publishing) provided by song publishing company and is required by law. If you use someone else's copyrighted Music in your production The Tape Factory must receive a copy of your Master use license before beginning any replication.

## Anti-Piracy Compliance Program (APCP)

The (APCP), Anti-Piracy Compliance Program, has just notified **The Tape Factory** that all future CD, CD-ROM, cassette, DVD and video product will require our compliance with their rules and regulations in respect to all recorded product. This means that any CD, CD-ROM, cassette, DVD or video orders that we process for any of our customers must first have a form completed and signed by our customer. This is actually nothing new - it's just that the major labels and publishing companies who have ownership to certain songs and videos are now demanding royalty payment for the use of their personal property. We have enclosed a copy of the form that must be fully filled out, dated and signed by the copyright / intellectual property owner. This ruling does not apply only to **The Tape Factory**, but to all companies who are engaged in manufacturing recorded product.

We need to explain here that any company, any group or any individual submitting an order to **The Tape Factory** for processing product for sale, whereby the company, group or individual, owns - totally - the product, then it is necessary to submit to **The Tape Factory** proof of ownership. There are cases whereby materials may be included in a multi-recording that have not been published or registered with a publishing affiliate, such as BMI, SESAC or ASCAP. These must be certified by the author that he/she/they do have the sole ownership of such product. Certification of such materials might be done by having the seal of a notary public stamped on the form submitted to **The Tape Factory**. BMI, SESAC and ASCAP are all three rights societies, and they function in respect to protecting the rights of the copyright holders that are affiliated with them. If you are not able to discover the author and publisher of a certain song that you have recorded or intend to record, then you should contact one of those three, which may have that information for you. We will list their names and telephone numbers below for your convenience.

The Harry Fox Agency in New York City is empowered to grant a license to such copyrighted materials, and you may contact them at 212-370-5330. Please keep in mind that The Harry Fox Agency should be able to grant permission to record such materials, and you must make financial arrangements with them as to how much money is to be paid for the use of the copyrighted materials you wish to use. In Nashville, Tennessee, BMI may be reached at 615-401-2000, ask for Indexing. The number for SESAC is 615-320-0055, and the number for ASCAP is 615-742-5000. We are supplying you with this information for the purpose of making it convenient for you to discover the proper information that should be included in the accompanying form attached herewith. You should retain this letter for future reference, but the attached form must be filled out properly and dated. If you do not have a company letterhead consisting of your street address, city, state, zip, and business and telephone numbers, then print this information on the form in the space provided at the top of the form. Be sure to include street address, city, state, zip, and business and telephone numbers.

It must be clearly understood by any and all that **The Tape Factory** cannot secure the information for any client that is requested on the enclosed form. Also, all clients must understand that **The Tape Factory** cannot be responsible for payment of royalties on any product **The Tape Factory** manufactures for the client. **The Tape Factory** will accept orders submitted for processing with the Idea that all information on the enclosed Waiver Form has been correctly and truthfully warranted by the client or company submitting the order. The telephone numbers that we have listed above should be your prime sources for obtaining any and all information that you need for completing the enclosed form. Finally, it is absolutely imperative that this form be completed and returned to **The Tape Factory** before acceptance for our technicians to processing the order.

I agree to all of the Above: Client: \_\_\_\_\_

Date: \_\_\_\_\_