

CPARIS Web Site

Checklist

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1 Sending your material and the documentation requested below

Use <https://www.hightail.com/u/Daniel> to upload your audio project and the documentation. It is free. If you would rather mail your files to us, ensure that you send either a CD-Audio, a CD-ROM or a DVD. Then advise us by email as to the date at which you will be sending your package so we can track it through the postal services.

As soon as we complete the provisional analogue master, we will notify you by email and provide you with a password to access our CPARIS page on Hightail to download it. You will then be able to check it on your own equipment and in your own time.

2 What we needs in order to work on your audio project

2.1 Your audio project as a whole

1. The exact spelling of the name of the audio project.
2. The exact spelling of the name of the artists.
3. The 12-digit UPC (Unique Product Code) bar code if one has been assigned.
4. Let us know whether the project should be copy prohibited or not.
5. Advise us as to the broadcasting medium for which your audio project must be optimised: CD, DVD, film, internet, multimedia, radio, television, theatre and/or video.

2.2 The individual titles (often mislabelled tracks) of your audio project

1. The exact spelling of the name of each title.
2. The 12-character ISRC (International Standard Recording Code) of each title if they have been assigned. The ISRCs must consist of a 2-letter code (country of origin), a 3-letter code (author's or owner's code), a 2-digit code (year of recording or production) and a 5-digit code (serial number).
3. Do not use any processing (compressor, limiter, etc.) on the mix bus. This would defeat our purpose.
4. Ensure that the headroom remains at around - 3 dB on the stereo output meter.
5. Ideally, your signal path should end with the following devices in that order: stereo output gain => stereo DC offset => stereo dither => stereo output meter.

3 Guarantee

1. Although we can minimise most flaws, clipping, distortion or saturation cannot be eradicated when they are embedded in the final mixes you provided us with.
2. The analogue original master is guaranteed and will be replaced at no cost if found defective.