

Customer Guidelines for Manufacturing of

Audio Compact Discs

- Pre-mastering requirements
- Source Master formats

Do not send your only copy. Keep a backup!

All sources **MUST** be labeled with a catalog or selection number.

The CD will be a replica of whatever content was on the source supplied. It is therefore important that the source be **verified by the customer** in its entirety to ensure that audio quality is acceptable and free of noise, that the levels throughout are close to the -3 to 0 db mark without any over-levels, that pauses between tracks are of the correct length and noise-free, and that the song sequence matches the cue sheet supplied.

Any changes required to the source must be well-specified by the Customer. Such changes might include reducing long pauses, removing noise between tracks, equalization, level adjustments, re-sequencing of tracks, and conversion of sampling frequency. **Additional editing/pre-mastering** will be performed at an additional hourly charge.

A **CD Mastering Cue Sheet** (also referred to as a **PQ Sheet**), or Label Copy, showing catalog number, song titles, track listing, frame accurate timings, etc., must be provided (usually supplied by the studio). It should include comments regarding known audio problems such as dropouts, distortion, etc. Show the product's **UPC number**, and each song's **ISRC Number** if you wish these to be included in the subcode channel Q of the CD. A blank cue sheet has been included with this document, and may be photocopied.

So-called "**Hidden Tracks**" must be shown on the master's track listing. If these are to not have their own track number, then their timing must be added to that of another song and share the same track as that song. If so wished, multiple songs which share the same track number can have separate **indexes**. Clear instructions must be given as to how these hidden titles are to be handled. **Maximum number of tracks is 99** and must be sequential.

Total Program Length is limited to 77 minutes. Slightly longer lengths are possible, but at a risk of reduction in player tracking stability. An additional 'per minute' replication charge will be assessed for recording times beyond 77 minutes, and there will be no guarantee of product performance on all players. Absolute maximum is 80 minutes. **Minimum time is 4 seconds per track.**

Acceptable Source Format:

Sequenced CD/CD-R master: Must conform to **Digital Audio "Red Book"** specs. Discs should be of high quality, free of errors and scratches, etc. CD-R's must be **single-session** recordings and using only certified media. Index points should have a 5-frame offset added to start points.