

Please fill out this form as completely as possible and submit with your design materials.

Name:  Project Title:   
Telephone #:  Artist / Band Name:   
Email address:

**TYPE OF PROJECT** ☐ **CD** ☐ **DVD** ☐ **VINYL** ☐ **POSTER** ☐ **POSTCARD**

Is this for a Fast Tracks (short-run) order? ☐ yes ☐ no

If your content is music or film, indicate the genre or style that best describes your project. If this is a corporate project, describe how you plan on using the product.

**MOOD OR STYLE**

How would you best describe the mood or style of this project? (e.g. warm, romantic, angry, calm, happy, protest, cynical, corporate, retro, lounge)

**TARGET AUDIENCE**

Who will you be marketing to? What is your message to them?

**DESIGN / MUSIC SAMPLES**

If possible, please give us samples of designs that you like as a reference. Note specifically what it is that you like about each sample. e.g. layout, color scheme, fonts, etc. Provide samples as web links or JPEG images. You may also send a sample of your music if you feel that it will help.

**COMMENTS**

Is there anything else we should know before we begin designing your project?

## MATERIALS SUBMISSION

Please fill out as applicable.

### TEXT

Should be saved as Word or Simple Text document.

- ☐ Text uploaded to GrooveHouse [www.groovehouse.com/upload\\_art\\_files/](http://www.groovehouse.com/upload_art_files/) date sent: \_\_\_\_\_
- ☐ Text emailed to \_\_\_\_\_ (GrooveHouse rep) date sent: \_\_\_\_\_
- ☐ Text supplied on disc
- ☐ I need you to typeset from my supplied hard copy (additional charge applies)

Please indicate which text you have supplied:

- ☐ Credits ☐ Track List ☐ Bio ☐ Other \_\_\_\_\_
- ☐ Lyrics ☐ Contact Info ☐ Thank You

### IMAGES / ARTWORK

- ☐ **Digital Photos / Art Scans**  
Recommended file specs: TIF or EPS,  
CMYK color, 300 dpi @ desired size
- ☐ **Scan My Photos / Artwork**  
Package pricing includes up to 1 scan  
per panel. Additional scans extra.

#### DIGITAL FILE INFO

file name	placement OR designer's choice
<i>e.g. abc123.tif</i>	<i>e.g. front cover</i> <input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

#### IMAGES TO BE SCANNED

description	placement OR designer's choice
<i>e.g. sitting on beach</i>	<i>e.g. front cover</i> <input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

### ART DIRECTION

How would you like us to proceed? (choose one)

- ☐ No mock-up provided. Feel free to get creative.
- ☐ Rough mock-up provided. Just use it as a guideline.
- ☐ I know exactly what I want. Please follow my detailed instructions and mock-up to the letter.

### ADDITIONAL INSTRUCTIONS

Include an additional sheet if necessary.

## CHOOSE YOUR PACKAGE

### CD Jewel Case + Disc Face + Tray Card

- ☐ 2 Panel Insert \$299
- ☐ 4 Panel Folder \$399
- ☐ 6 Panel Folder \$499
- ☐ Other: \_\_\_\_\_  
(add \$50 / panel for additional pages)

### CD or DVD Digipak + Disc Face

- ☐ 4 Panel Digipak \$399
- ☐ 6 Panel Digipak \$499\*
- ☐ 8 Panel Digipak \$599\*
- ☐ Other: \_\_\_\_\_  
(add \$50 / panel for booklets or folders)

### CD or DVD Jacket or Wallet + Disc Face

- ☐ 5" Jacket \$299
- ☐ 4 Panel Wallet \$399
- ☐ 6 Panel Wallet \$499\*
- ☐ Other: \_\_\_\_\_  
(add \$50 / panel for booklets or folders)

### DVD Case + Disc Face

- ☐ DVD Wrap \$299
- ☐ DVD Wrap + 2 Panel Insert \$399
- ☐ DVD Wrap + 4 Panel Folder \$499\*
- ☐ DVD Wrap + 6 Panel Folder \$599\*
- ☐ Other: \_\_\_\_\_  
(add \$50 / panel for booklets or folders)

\*Not available with Fast Tracks Duplication orders.

### VINYL DESIGN

- ☐ Vinyl Record Label (2 sides) \$79
- ☐ Single LP Jacket + Label \$299
- ☐ Double LP Jacket + Label \$399

### EXTRAS

- ☐ Download Card \$49
- ☐ Poster (one side) \$79
- ☐ Postcard (two sides) \$79
- ☐ Sticker \$49

## PAYMENT INFORMATION

Please enclose your payment with this form. Full payment is required before we can begin design.

Payment method:

- |  |                                      |   |
|--|--------------------------------------|---|
| <input type="checkbox"/> Check # _____ | <input type="checkbox"/> Money Order | <input type="checkbox"/> Cash             |
| <input type="checkbox"/> Visa          | <input type="checkbox"/> MasterCard  | <input type="checkbox"/> American Express |

Card number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ 3 digit security code: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_ Signature: \_\_\_\_\_

Card billing address: \_\_\_\_\_

By signing here, I certify that I own the rights to all supplied images, and/or that I am authorized by the artist(s) to reproduce these materials. I agree to personally assume liability as principal for payment to Groove House Records for design services. I understand that upon completion and final payment of my project, I own all rights to any work created by GrooveHouse designers.

**SIGN HERE:** \_\_\_\_\_ **Date:** \_\_\_\_\_