



Time Tools Mastering & Publishing GmbH  
 Sandstraße 12  
 30167 Hannover  
 Germany  
 Tel.: +49 511 161 1700  
 Fax: +49 511 70 44 07  
 mastering@timetools.de  
 www.timetools-mastering.de

Geschäftsführer: Andy Bolleshon  
 Amtsgericht Hannover HRB-Nr. 60119

## Order Form

### Client Information / Invoice Recipient:

Company: .....  
 Address: .....

### **Contact Person:**

Phone: .....  
 E-mail: .....

### Project-Information:

Band-/Project-/Act-Name: .....  
 Title: .....  
 Genre: .....  
 Catalog-Number: .....  
 Amount of Tracks: .....

### Service Requested:

- MASTER CD
- Listening Copy
- Data Upload via FTP-Server of Master Copy
- Archive-Copy (we keep it for 3 years)

### For which format do you need the master?

- CD       Vinyl       Misc.: .....

### Tracklisting:

Please send the tracklisting prior to the mastering session begins by E-mail to [mastering@timetools.de](mailto:mastering@timetools.de).

Please submit the tracklisting with exact names as they would be appearing on the final product. Also submit the correct order of the tracks, and please specify for vinyl-master also the split-up (A-/B-side).

### Extras (cds only)

- ISRC-Codes:  yes     no  
 CD-Text:     yes     no

If you have entered yes on either any of the extra cd services, please provide

information, special requests for handling and processing to [mastering@timetools.de](mailto:mastering@timetools.de).

**Misc. Notes:**

.....  
.....  
.....

**Timing:**

- 1 Date all material will be handed in to Time Tools to complete project? .....
- 2 Desired delivery date for the final project? .....

**Shipping:**

**Enter shipping information for the recipient of the master cd?**

**Enter shipping information for the recipient of the listening copy?**

.....  
Company  
.....  
Attn.  
.....  
Street  
.....  
City, Zip Code , Country

.....  
Company  
.....  
Attn.  
.....  
Street  
.....  
City, Zip Code , Country

- by Post
- by Courier
- pick up

- by Post
- by Courier
- pick up

All information given on this order form is the binding components of the order. All information must be accurate, and the client must agree to the terms and process of our services.

Please sign below if you agree to these conditions:

.....  
Name

.....  
Signature

.....  
Date