

CUSTOMIZED MUSIC EDITING ORDER FORM FOR: _____

HOW CUSTOMIZED MUSIC EDITING WORKS – PLEASE READ CAREFULLY

1. **Please use a separate MUSIC EDIT TIMING WORKSHEET** for each track to be edited. Please print clearly.
2. **Fill out the customer and project information on the first page of this worksheet.**
3. **Organize your music edits** on a separate sheet of paper, then transfer your final list to the WORKSHEET. Please list each edit on a separate line. If part of a track is repeated, please list each use. The WORKSHEET should be an accurate listing, in order, of all edits for a single performance track.
4. **A “rough edit” cassette can be a helpful reference guide.** Your rough edit does not have to be perfect – it is intended to be an approximation of what you want the final track to sound like. We'll make the edits sound great!
5. **Use the rate schedule on this ORDER FORM to calculate the charges for your session.** Please allow for a minimum of one hour studio time for each project, plus media and backup copies. Projects are kept on our computer for only about a week after the session. A project backup CD is highly recommended, and will guarantee your edits are available for future use. If you are scheduling several projects during the same session, the total charges calculated on the worksheets may be more than the actual session billing. If this is the case, any overpayment will be refunded to you. We will give you an estimate of charges when you book your session.
6. **Call 858.484.0220** between 9am and 6pm M-F (Pacific Time) to book your session or to let us know your materials are on their way to us.
7. **Mail a completed WORKSHEET for each project** to be edited and send all CD's, cassettes or records we will need, along with payment in full for each worksheet. PLEASE SEND A SEPARATE WORKSHEET if multiple projects are to be done during a single session. Payment must accompany your order. Please package your materials carefully so as not to damage CD Jewell cases or vinyl records. All materials you send will be returned to you with your master recordings. Please DO NOT send tape copies of your CD's cassettes or records. Cassette copies will seriously reduce the overall quality of your master tapes. Although we can fix some problems, we cannot guaranty the quality of an edited master made from copies. For an additional charge, we can use music from our extensive music libraries to create a unique track.
8. **Allow one hour of studio time for each project.** It takes an average of one hour to edit a single project. Complex projects may take longer. The actual time necessary to complete your edits will be itemized on your final invoice. Please send full payment for the minimum of 1-hour editing time for each ORDER FORM you send to us.

SEND WORKSHEETS, ORDER FORM, ORIGINAL CDs, CASSETTES AND ROUGH EDIT WITH PAYMENT TO:
 Music Edits, James R. Alburger, 13639 Freeport Rd., San Diego, CA 92129-3210
 Voice: 858.484.0220 — FAX: 858.484.7493
 e-mail: jralburger@voiceacting.com — web: voiceacting.com/editing

ITEM:	RATE:	QTY:	AMOUNT:	EXAMPLE:
1st hour per project**:	\$ 85.00 per hour (min. 1 hour)	1	\$85.00	85.00
Audio Cassette*:	\$ 3.00 per tape (rehearsal/performance)			6.00
Audio CD*:	\$ 15.00 per CD (for performance)			
Zip disk media*:	\$ 15.00 per disk			
CD Backup (includes media)*:	\$ 15.00 per project (highly recommended)			15.00
Shipping/handling:	\$ 25.00 – FedEx Overnight \$ 7.50 – US Priority Mail 2 day			7.50
CA sales tax:	7.5% on media (*)			1.57
AMOUNT ENCLOSED:				115.07

* California State Sales Tax (7.5%) is added to all Cassette, CD, DAT and Zip media

** Time is billed by 1/4 hour after first hour. Actual charges may be vary from this estimate. Call for an estimate.