

VERY SOUND SERVICES JOB ESTIMATE ~ PART 1

(Feel free to call 250-920-4160 for assistance if you get stuck ~ Your feedback will help me make this form more user friendly)

| CREATING A MASTER COPY OF YOUR CD | | | PROCEDURES & INFO |
|--|-----------------------------|-------------------|--|
| 1 ~ CONVERTING OR SAVING TO AUDIO FILES: | | | <p style="text-align: center;">I work mostly with WAV and MP3 files but if you prefer another type I will check into it.</p> <p>The appropriate quantities and times must be provided in this section.</p> <p>DEFINITION: RECORDING SOURCES Each time a record or tape has to be set-up and recorded whether it is once for each whole side of a record or tape or multiple times for selected tracks on any side it is considered one "Recording Source" for the purposes of calculating your job estimate.</p> |
| WAV | MP3 | Other _____ | |
| Source Of Recording | Number of Recording Sources | Time Calculations | |
| 78 rpm records | | X10 min = | |
| 45 rpm records | | X 8 min = | |
| 33 1/3 rpm (LP) records | | X 8 min = | |
| Reel to Reel Tapes | | X 8 min = | |
| Cassette Tapes | | X 8 min = | |
| Other Digital Files to MP3 | | X 5 min = | |
| MAXIMUM CONVERSION TIME IN MINUTES | | BOX 1 = | |
| ~ PLUS ~ | | | |
| #2 ~ POP, CLICK, HUM, HISS, ETC. REDUCTION | | | REDUCE? CHECK ONE! |
| Source Of Recording | Number of Recording Sources | Time (In minutes) | YES NO |
| 78 rpm records | | X10 min = | <p>If you check NO above leave this section blank</p> <p>I can reduce pop/click/hum/hiss etc. but I can't eliminate it. The cost of the technology and time involved in doing that can be covered only by a distribution company expecting to sell thousands of copies.</p> |
| 45 rpm records | | X 5 min = | |
| 33 1/3 rpm (LP) records | | X 5 min = | |
| Reel to Reel Tapes | | X 3 min = | |
| Cassette Tapes | | X 3 min = | |
| Digital Files if needed (note ↪) | | X?? min = | |
| MAXIMUM REDUCTION TIME IN MINUTES | | BOX 2 = | <p>Pop/Click/Hum/Hiss in digital files is unlikely unless the file is already a record or tape conversion to CD done by someone else in which case I'll see what can be done but I can't make any guarantees about time.</p> |
| ~ PLUS ~ | | | |
| #3 ~ PROCESSING | | | <p>The tracks always need such attention as: checking and harmonizing playback levels, trimming and possibly fading beginnings and endings, eliminating skips, etc. before they can be burned on a CD.</p> <p>You may want some of the recordings counted above separated into tracks to be selected individually, or programmed, in your CD player. If so put the resulting number of tracks in the box to the left. If not the number of tracks is equal to the total number of recordings in the previous section.</p> |
| # Of Tracks To Be On CD(s) | Time Calculations | | |
| | X 5 min = | | |
| MAXIMUM PROCESSING TIME IN MINUTES | | BOX 3 = | |
| ~ EQUALS ~ | | | |
| TOTAL TIME | | 1+2+3 = | <p>Your master CD will come in a CD window envelope unless you choose to order jewel cases from us. Along with the cases we can provide the additional services of designing, printing and inserting/applying covers and/or labels.</p> |
| TOTAL TIME X \$.40 PER MINUTE (\$24.00 PER HOUR) | | = \$ | |
| Plus: Master CD Burning _____ X \$3.50 = | | + \$ | |
| ESTIMATED MASTER CD COST | | = \$ | |
| ESTIMATE OUR ADDITIONAL SERVICES ON THE NEXT PAGE | | | <p>THIS IS A MAXIMUM TIME CHARGE ESTIMATE IF THE JOB CAN INVOICED FOR LESS TIME IT WILL BE AND IF IT TAKES LONGER YOU WILL NOT BE CHARGED FOR THE OVERAGE</p> |

ESTIMATE YOUR OWN JOB ~ PART 2

| OTHER TIMED SERVICES | | | PROCEDURES & INFO | |
|--|---------------|--|--|---|
| #4 ~ DESIGN & LAY-OUT | | | <p><u>Any digital images you supply</u> may be in full colour and must be in ready to use graphic files, preferably .JPGs or .GIFs, configured to fit the dimensions given below</p> | |
| Services | Quantity (*1) | Time (hrs:min) | | |
| Front Cover one sided You supply digital image Created at my discretion Created under direction | | X 10 min = X 45 min = X ?? min = | 4 3/4" wide x 4 3/4" deep | <p>You supply digital image means you provide a complete design and layout in a single file that needs to be re-sized at the most.</p> <p>Created at my discretion includes using text or images you supply but you accept my design and layout.</p> <p>Created under direction means that I will do whatever you say however long it takes.</p> |
| Front Cover two sided Digital image supplied Created at my discretion Created under direction | | X 15 min = X 60 min = X ?? min = | 9 1/2" wide x 4 3/4" deep folded in the middle. Front on the left and back on the right. | |
| Label Digital image supplied Created at my discretion Created under direction | | X 15 min = X 60 min = X ?? min = | 4 9/16" circle with a 3/4" hole in the centre. | |
| MAXIMUM DESIGN & LAY-OUT TIME | | BOX 4 = | X \$24.00 PER HOUR = | \$ |
| OTHER SERVICES | | | | |
| #5 ~ COPIES MADE FROM MASTER CDs | | | | |
| (Your copies will come in CD envelopes unless jewel cases are ordered below) CDs _____ X \$2.75 each = | | | | \$ |
| #6 ~ JEWEL CASES FOR MASTERS AND ANY COPIES | | | | |
| Recycled _____ X \$.75 each = | | | | \$ |
| New _____ X \$1.00 each = | | | | \$ |
| #7 ~ PRINTING COVERS AND/OR LABELS | | | | |
| Front Cover one sided _____ X \$. 50 each = | | | | \$ |
| Front Cover two sided _____ X \$. 75 each = | | | | \$ |
| Label _____ X \$1.00 each = | | | | \$ |
| #8 ~ INSERTING OR APPLYING COVERS OR LABELS | | | | |
| Front Cover one sided _____ X \$. 20 each = | | | | \$ |
| Front Cover two sided _____ X \$. 25 each = | | | | \$ |
| Label _____ X \$. 40 each = | | | | \$ |
| ESTIMATED OTHER SERVICES | | | | \$ |
| ESTIMATED MASTER CD COSTS (from Part 1) | | | | \$ |
| MAXIMUM ESTIMATE | | | | \$ |
| ENTER 40% OF THE MAXIMUM ESTIMATE AS THE PROBABLE MINIMUM ESTIMATE | | | | \$ |

ALL TIME CHARGES SPECIFIED ARE MAXIMUMS

IF THE JOB CAN INVOICED FOR LESS TIME IT WILL BE AND IF IT TAKES LONGER YOU WILL NOT BE CHARGED FOR THE OVERAGE

ALL RATES SUBJECT TO CHANGE WITHOUT NOTICE

PLEASE CHECK YOUR ESTIMATE AGAINST THE CURRENT ON-LINE PDF FORM IF YOU DON'T BRING THE JOB IN RIGHT AWAY