



MASTER INPUT SPECIFICATIONS FOR CASSETTE-AUDIO PRODUCTION

Original masters cannot, in any instance, be used directly for large quantity high speed duplication. A duplication "master" is a 1/4" 4-track submaster, that we generate, which is specifically calibrated for use on a bin loop systems. However, any future change requested to an existing duplication master requires generating a new master, and usually will incur charges. Duplication mastering charges are based on your original being ready to duplicate as is. If alterations (enhancements, editing, restructuring) are needed, charges may apply.

1. FORMATS ACCEPTED

Morphius Records will accept your musical program in any of the following formats:

- COMPACT DISC (CD) & COMPACT DISC RECORDABLE (CD-R)
- DIGITAL AUDIO TAPE (DAT)
- QUARTER-INCH REEL
- CASSETTE (not recommended, acceptable)
- 3/4"

* Please call 410-625-6195 about submitting other formats.

COMPACT DISC (CD) & COMPACT DISC RECORDABLE (CD-R)

- CDs and especially CD-Rs are very easy to damage. Handle them with care. We recommend to only write in the clear plastic center and to tape the jewel case closed during shipment to prevent scratching. CDs and CD-Rs must be in mint condition to avoid possible

playback problems. Masters that arrive with scratches may result in digital errors and require a manual digital transfer (pre-mastering charges will apply) or cause your cassettes to contain audible "glitches".

- Be aware that some CD recorders do not allow the placement of stop points for the end of songs, only starts. Finished CDs made from such masters will always include the silence following a track in the total time of the track. For example: 3 min 47 sec of music followed by 4 sec of silence before the next track will be displayed on the CD player as 3 min 51 sec.
- No specific timesheet information is required other than the total program time and a note, where the placement of the side break occurs. (i.e.: "side A ends with track 6; side b begins with track 7, which appears at 22:04. The total program time is 41:55".) Note that your total cassette length will be based on twice the length of the longest side and that this should most always be side A in order to avoid a pause before side B begins. These should be clearly identified on the jewel case.

DIGITAL AUDIO TAPE (DAT)

- DAT cassettes should start at 2 minutes on a continuously recorded clone of your master i.e. edited and assembled as desired for the finished compact disc. Please watch for the presence of assemble edits (recordings stopped between tracks), uneven audio levels from track to track, sampling frequency changes, noises in the pause area between tracks as well as unusually long pauses (more than 10 seconds).
- The highest audio level on a CD is referenced to 0 dB on a Sony PCM-1630 system. Morphius Records considers maximum audio levels between -3 dB and 0 dB to be acceptable. If the peak levels of the entire DAT do not reach the lower limit of -3 dB, and if we have

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no written confirmation to proceed "as is", a production hold will be generated which could cause delays.

- DAT sampling frequency can be 44.1 kHz, or 48 kHz. Tapes recorded at 32 kHz are also acceptable but not recommended. Use of two different sampling frequencies on the same tape may cause delays or incur additional charges.
- All DAT tapes must come with a timesheet which includes the total number of tracks, individual timings for each track and any related comments: noises, special effects (intentional vinyl noise, loops, etc.), recording defects (dropouts, glitches, static, etc.), low levels, abrupt track start/stops, hidden or bonus track(s), etc. Incomplete timesheets or DAT tapes sent without timesheets will cause delays in processing. Start ID codes are not required but can be very helpful in the case of live recordings or cross fades between tracks.

QUARTER INCH REEL

- Please call for acceptable noise reduction encoding and IPS speed if you wish to submit a quarter inch as your master.

CASSETTE

- Please call about maximizes audio fidelity when submitting your master on cassette. Metal cassettes are preferred.

3/4"

- Please call for transfer charges from 1630 or 1610 U-Matic tape.

2. CASSETTE-LENGTH

To determine total cassette length, take your longest side and double it. For example a 20 minute side = C40 length; a 21 minute side = 42 minute total length rounded up to a C60 length. Minimum length per side is 2 minutes (C4), maximum length is 47 minutes per side (94 minutes total). All copies are custom cut to exact length of the longest side. Pricing is based on 10 minute increments and is rounded up for any fraction over (sorry...even one second counts).

3. TRANSFER POLICIES

We recommend not using emphasis on masters of any kind. If emphasis is used on your source, please indicate this on your timesheet. All masters regardless of source will be put on disc as is. If any modifications are required, they must be specified on the P.O. or discussed with Customer Service. Additional charges will apply for the following services:

- Change track order
- Remove a track
- Add a track(s) from a different master
- Raise or lower levels of entire master
- Raise or lower levels of a specific song
- Reduce length of pause
- Mute the pause area
- Dat transfer

Masters that are manually transferred and do not meet Input Specifications may be put on hold. Situations causing delays if not specified in writing as being OK are:

- Inaccurate timesheet
- Peak levels lower than -3.0 dB
- Pauses longer than 10 seconds
- Audible defects not mentioned on the timesheet
- Total playing time greater than 78 minutes

MORPHIUS RECORDS WILL REPLICATE THE EXACT CONTENT OF YOUR MASTER AND CANNOT BE HELD RESPONSIBLE FOR THE CONTENTS OR QUALITY OF THE MASTER TAPE OR DISC YOU SEND US. IN ORDER TO AVOID ANY DELAYS, WE STRONGLY URGE YOU TO LISTEN TO YOUR PRODUCTION MASTER (NOT A CLONE) IN ITS ENTIRETY BEFORE SENDING IT TO US.

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