

## Quality Record Pressings – Order policies

### Payment Policy and Requirements:

#### **New Jobs:**

- A deposit of \$750 per LP is required to be paid before lacquers are received by QRP.
- After test pressing approval and receipt of all components, QRP will furnish a cost estimate of the job to be pressed. The full estimate amount must be paid to QRP before pressing can begin.
- Final payment of any remaining balance above the estimate amount must be paid before completed product can be shipped.

#### **Reorders:**

- QRP will furnish a cost estimate of the job to be pressed. The full estimate amount must be paid to QRP before pressing can begin.
- Final payment of any remaining balance above the estimate amount must be paid before completed product can be shipped.

Payments may be made by credit card, PayPal, wire or ACH deposit. Upon receipt of your emailed order, a customer service representative will contact you with an estimate and deposit instructions.

**Do not send lacquers to QRP until order has been confirmed and deposit has been paid.**

All orders and order revision requests must be made in writing. Once an order is scheduled, the quantity cannot be revised. A request for additional copies must be submitted as a new reorder. **The placement of an order with QRP is your guarantee that you own the sound recording copyrights to the material to be pressed, or that you have all copyright owners' permission to reproduce the material.**

Jobs will be entered on the schedule only when all components are in-house. Components consist of the following:

- LP jackets, unless discs are to be shipped in sleeves only
- Master lacquers or supplied metal parts approved by our plating department as acceptable for use
- Customer test pressing approval
- Customer supplied printed sleeves, if applicable
- LP labels - customer supplied labels must have a 5/16" center hole
- Any customer supplied inserts and stickers

**Cancellation:** In the event that your order is cancelled for any reason you will be charged a cancellation fee of \$25 plus the cost of returning your source materials. You will also be charged for any other costs incurred (plating, printing labels etc.) depending on the stage of production the order is in when cancelled.

**Minimums:** Initial orders: 1,000 pieces/sets. Reorders: 500 pieces/sets.

**Metal work:** QRP will not be responsible for inactive metal parts over six months old, but will contact the customer offering return of parts prior to any disposal.

**Colored vinyl:** See pricing. 1,000 piece minimum per color. Supply issues may delay completion of jobs specifying colored vinyl.

**Completed orders:** +/- 10% of order quantity will constitute a complete order.

**Pressing weights:** These are approximate, production weights within +/- 10% of stated weight.

**Shipping:** QRP will make a maximum of two shipments per order. Shipping instructions must be finalized no later than five days prior to scheduled press date.

Primary shipment: Finished product shipped to one address by the carrier of your choice, FOB Salina, KS. All shipping charges are paid by the customer

One additional drop shipment: Domestic: \$10.00, plus freight plus \$.05 per unit. International: \$25.00, plus freight plus \$.05 per unit.

If you are selling finished goods to Acoustic Sounds, Inc., the transfer to the A.S.I. warehouse will not be considered a drop shipment.

**Components:** QRP cannot warehouse and will not be responsible for excess labels and jackets after an order has been pressed and shipped. Exceptions to this policy are by special arrangement only.