

HOW TO FILL OUT THE SOUNDSCAN FORM

Please read carefully before filling out the form!

Soundscan is a firm that tracks music retail sales. If your product is sold in record stores and through distributors, and if you have a barcode, chances are that SoundScan will be able to track it. To ensure you are properly credited for all record sales, you need to fill out the attached form and fax it to SoundScan at 914/328-0234. You'll need a separate form for each release.

This sheet explains how to fill out each section of the form. If you have any questions, call SoundScan at 914/328-9100.

Release Information

Title: Enter the name of the release.

Artist: Enter the name of the artist or band.

Release Date: Enter the date your release is/was/will be ready for retail.

Label Information

Parent label: If you are using a Disc Makers barcode number, this is already registered at SoundScan as Disc Makers. Disc Makers will not be credited with any of your sales, this is just for SoundScan's records. Leave this line as is. (If you use your own barcode number, write in your label name instead of Disc Makers).

Sub Label: If you're using Disc Makers' barcode, write in your label name here. If you don't have a label, use your band or company name.

Label Abbreviation: This is how SoundScan will refer to your label. It can be up to four letters long. If your abbreviation is already taken, SoundScan will contact you and ask you to come up with another abbreviation.

U.P.C. Code Information

U.P.C. Code: Enter your entire barcode number here. Please follow the example on the form.

Price: Write in the suggested retail price for your release in this configuration.

Configuration Types: Based on the chart to the right, enter the letter that corresponds to the format of your release. If your release is in more than one configuration, you need to fill out one line per configuration type.

Distribution Companies

Place a check mark next to the name of your distributor. If your distributor's name is not on the form, or if you don't have a distributor, just place a check next to "Other."

For Pick-Up Users Only

A pick-up user is someone who pays to see his or her SoundScan sales reports. There is no charge for SoundScan to track your sales, but there is a charge to see that information. For more information on becoming a pick-up user, call 914/328-9100. If you are not a pick-up user, you'll be instructed by SoundScan on how to fill this section out.

Your Contact Information

Please enter the name, phone and fax number of the person you wish SoundScan to contact with any questions about your form.



1 NORTH LEXINGTON AVENUE, 14TH FL.
 WHITE PLAINS, NY 10601
 (914) 684-5500
 FAX (914) 328-0234

TITLE ADDITION SHEET

To add a title to the SOUNDSCAN database, each field on the title addition sheet must be completed in order for it to be accepted. Please use a separate form for each additional title.

Title: _____ Release Date: _____

Artist: _____

Label Information as it applies to this product

Parent Label: _____

Sub Label: _____ Label Abbr: _____

Please enter **all** digits of the **U.P.C. Code**. (Including **Prefix** and **Suffix**)
 To enter identification codes on how your product should be listed please check the example below.

PLEASE PRINT IN ONE CONFIGURATION FOR EACH LINE.

U.P.C. Code

<u>EXAMPLE</u>	<u>PRICE</u>	<u>TYPE</u>	<u>Configurations Types</u>
9 9999999999 9	9.99	A	
- - - - -	- - - - -	- - - - -	
- - - - -	- - - - -	- - - - -	
- - - - -	- - - - -	- - - - -	
- - - - -	- - - - -	- - - - -	
- - - - -	- - - - -	- - - - -	

<u>ALBUM</u>	<u>SINGLES</u>
A= LP 12" ALBUM	E=CD SINGLE
B=CASS.ALBUM	F=LP 12 SINGLE
C=CD ALBUM	G=CASS. SINGLE
	H=MAXI CASS. SINGLE
<u>VIDEO</u>	I=CD MAXI
J=LASER DISC	
M=VHS	
L=DVD	

Distribution Companies:

- | | |
|--------------|---------------|
| ____ 1. CEMA | ____ 5. BMG |
| ____ 2. SONY | ____ 6. WEA |
| ____ 3. UNI | ____ 9. OTHER |

<u>FOR PICK-UP USERS ONLY</u>	
Please check box if adding to your set	<input type="checkbox"/>
Please check box if deleting from your set	<input type="checkbox"/>
Please enter in your ID: IND _____	

Your Name: _____ PH# (____) _____ - _____ FAX# (____) _____ - _____

Please enter your name, phone number and fax number in case we have any questions.