

IMPORTANT!

SoundScan is a company that tracks actual retail music sales. Firms like Billboard Magazine, MTV, VH1, CMT, major newspapers, record companies and distribution companies all use SoundScan data, as well as artist managers, booking agents, concert promoters and venue owners. If your music product is sold through retail stores, mass merchants, on-line stores, venues, etc., and if it has a barcode, chances are that SoundScan will be able to track its sales. In order to ensure proper sales tracking of your product, you will need to complete the attached form and fax it to SoundScan at (914) 328-0234. Please follow these instructions, and remember that you will need a separate form for each release. If you have any further questions, please contact SoundScan directly at (914) 328-9100.

I. Release information

Title: Enter the name of the release.

Release Date: Enter the date this release will be (or was) ready for retail.

Artist: Enter the name of the artist or band.

II. Label Information

Parent Label: Enter the name of the label issuing the barcode.

Sub Label: If you are using another label's barcode (other than your own), enter your label's name here.

Label Abbreviation: This is SoundScan's reference name for your label. If your abbreviation is already taken, you will be contacted by SoundScan.

III. Barcode Information

UPC: Enter the entire barcode number here as shown in the example.

Price: Enter the suggested retail price for this configuration of your release.

Configuration Types: Based on the table to the right, enter the corresponding letter. If this release is on more than one configuration, please use a different line for each configuration type.

IV. Distribution Companies

Place a checkmark next to your distributor's name. If your distributor is not on the list (or you don't have one), please place a checkmark next to "Other".

V. For Pick-Up Users Only

A pick-up user is somebody who pays SoundScan to see their sales reports. SoundScan does not charge for tracking product sales, but they do charge for accessing such information. For more information on becoming a pick-up user, call SoundScan directly at (914) 328-9100. If you are not a pick-up user, leave this section blank. If you are a pick-up user, SoundScan will instruct you on how to fill out this section.

VI. Your Contact Information

Please enter the name, phone, and fax number of the contact person for this release.

TITLE ADDITION SHEET

To add a title to the SoundScan database, each field on this form must be completed in order for it to be accepted. Please use a separate form for each additional title, and make sure to type or print carefully.

I. Title: _____ Release Date: _____
 Artist: _____

II. Label information as it applies to this product

Parent Label: _____
 Sub Label: _____ Label Abbr. ____ _

III. Please enter ALL digits of the U.P.C. (including **Prefix** and **Suffix**)
 To enter identification codes on how your product should be listed, please check the example below. Please keep each configuration to a separate line.

UPC											price	type
<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	\$ <u>9.99</u>	<u>A</u>
<small>example</small>												
—	—	—	—	—	—	—	—	—	—	—	\$ _____	_____
—	—	—	—	—	—	—	—	—	—	—	\$ _____	_____
—	—	—	—	—	—	—	—	—	—	—	\$ _____	_____
—	—	—	—	—	—	—	—	—	—	—	\$ _____	_____

Configuration Types

- ALBUM
- A = LP 12" Album
- B = Cass. Album
- C = CD Album
- SINGLES
- E = CD Single
- F = LP 12" Single
- G = Cass. Single
- H = Maxi Cass. Single
- I = CD Maxi
- VIDEO
- J = Laser Disc
- M = VHS
- L = DVD

IV. Distribution Companies (check all that apply)

- | | |
|----------------------------------|-----------------------------------|
| <input type="checkbox"/> 1. CEMA | <input type="checkbox"/> 5. BMG |
| <input type="checkbox"/> 2. SONY | <input type="checkbox"/> 6. WEA |
| <input type="checkbox"/> 3. UNI | <input type="checkbox"/> 9. Other |
| <input type="checkbox"/> 4. PGD | |

V. For Pick-Up Users Only

- Please check box if *adding* to your set
- Please check box if *deleting* from your set
- Please enter your ID: IND ____ _

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

Your Name: _____ Phone: _____ Fax: _____