

**Good things to know before you call to schedule your session**

1. Band Name \_\_\_\_\_
2. Producer's Name \_\_\_\_\_
3. Contact Person's Relation to the Project \_\_\_\_\_
4. Are your mixes completed? Yes • No  
If No, when do you estimate they will be ready? \_\_\_\_\_
5. What is your desired session date? \_\_\_\_\_
6. How many songs do you need mastered? \_\_\_\_\_  
Are there any interludes or alternate versions (instrumental, TV, clean mixes)? Yes • No  
If Yes, how many? \_\_\_\_\_
7. What kind of sources are you providing to us for mastering? (circle all applicable)  
Data Files • 1/2" • DAT • Audio CD • Other  
If you are bringing digital formats, please indicate the Sample Rate and Bit Depth of source(s).  
Sample Rate: 44.1k • 48k • 88.2k • 96k • 192k  
Bit Depth: 16 • 24
8. What type of master delivery do you require and how many?  
PMCD Master \_\_\_\_\_ Mastered Reference \_\_\_\_\_ Vinyl Cutting Master \_\_\_\_\_  
FTP • DVD
9. Are there any special concerns, comments, and/or other information regarding the recording/sound of your mixes you would like to share with us? (ex: "I don't like bass at all and therefore have not added any to my mixes. Please don't add any.")  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. If you want your final product volume to compare to 'this' and/or 'that' band, please bring in the CD(s) so we can reference them or send in samples if it's an unattended session.
10. What is the billing information for this session?  
Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_



---

1617 COSMO STREET LOFT 106 • HOLLYWOOD, CALIFORNIA 90028 • 310.598.6038 • STEPHENMARSHMASTERING.COM

***What you need to know before your session date***

1. Parking

Our studio address is **1617 Cosmo St. Loft 106, Hollywood, CA 90028**. We are located between Vine and Cahuenga just South of Hollywood Blvd. in a large multi-unit loft building. When you arrive please use the callbox so we may buzz you in. We are listed under **Marsh Mastering**. We suggest parking in one of the many parking lots in the area (including our own valet lot next to our building) if you are coming in for more than an hour. The street meters are \$2/hr.

2. Payment

We accept all forms of payment at the completion of your session, unless terms have been set up prior to the date scheduled.

AMEX, Visa, Discover, MasterCard, personal checks, debit cards with Visa logos on them, and cash (please keep in mind we do not have change).

3. Cancellation Policy

We do not require a deposit but we do have a cancellation policy. If you are required to cancel or reschedule your session, please give us a call 48 hours prior to your session start time. If you cancel your session less than 48 hours beforehand, you will be subject to a cancellation fee.