

## Fact Sheet

### Think you're ready for production?

Before you send in your order please check that you have the following:

#### Artwork

- All artwork needs to be **set up according to the DiskBank templates**. These can be found on our website for download at <http://www.diskbank.com.au/templates>, or requested from your account manager.
- Ensure that there is **at least 3mm of bleed** around every edge.
- All artwork must be print ready and **set up as CMYK**.
- All **fonts must be embedded**.
- The final artwork must be a **flattened PDF file**, with the **template on a separate layer**.

Information and explanations of these requirements can be found at:

<http://www.diskbank.com.au/articles/DIY-CD-Design-Pitfalls>

If artwork is not set up according to these specs it will need to be fixed before we can proceed, which will affect the turnaround time.

If you require design work we can arrange it for you through our in-house graphic designers, and the charge for this is \$120/ hour + GST (with a minimum charge of half an hour).

#### Master

- The master needs to be **supplied as a physical audio CD** exactly as you would like it to be duplicated/replicated.
- Double check the **format, track order, and test it** before submission.
- **DO NOT supply the master as WAV or MP3 files** as they will not be compatible in stereos.
- We can also accept a master as a **DDP as long as it includes an MD5 checksum file**.

We are able to author your master for you if required and pricing will be: Audio CD- \$65 + GST

Playable DVD- Pricing will vary depending on the project, but the minimum charge is \$85

If you require your master to be authored a copy will need to be checked and approved before we can use it to duplicate/ replicate from, so please allow extra time for this.

#### Turnaround Times

Short Run (under 500 copies)- 2- 5 working days

Long Run (over 500 copies)- 10- 14 working days

If you have a solid deadline that you require your order by (eg. An album launch) please let your account manager know so that we can accommodate this.