



Awal Guidelines (July 2010)

We have designed the Awal UK download agreement to be a very simple document. We will sign the front page of the agreement, date it, add our reference number, and send back one copy for your own files. You should only fill out First and Second Schedules, noting the following:

The First Schedule is a listing of eMasters to be covered by this agreement. The schedule can either list each separate song, or each separate album. If you need to exclude certain territories from the agreement, then you make us aware of this fact in the Excluded Territories column. If you leave this column blank, we will assume we have worldwide rights.

Be sure to clearly fill out the Second Schedule, we need this information to be able to contact you and ultimately to set up your royalty account. The Designated Payee is the person or company to whom we will make out the royalty cheque. Those of you outside the UK should also include a Paypal account.

In the case of a band, the Second Schedule should be signed by all members of the band. For record labels (or bands with their own Limited Company), a company director should sign the agreement.

For urgent catalogue, we accept faxed agreements or scanned emailed documents, but only by prior arrangement. Please contact info@awal.co.uk for more information.

Assuming you are happy with the terms, please print out and complete **two copies** of the agreement. Send both copies along with the CD and a CDROM containing the cover art, metadata and press information (see guidelines below) to:

**Awal UK
Sheffield Technology Park
Arundel Street
Sheffield
S1 2NS
United Kingdom**

Content Guidelines

While we do what we can to expedite the process, submissions to Awal with missing, or incorrect parts will be treated as low priority. Following these guidelines will ensure that content is ingested into our system with the minimum of intervention (and hence delay). We require all parts prior to upload, we cannot partially upload content and release dates cannot be 'reserved'.

Audio

Should be supplied ideally on Audio CD. The CD should be clearly marked up with pen, inkjet or thermal print. Inkjet prints should be allowed sufficient time to dry before putting in a CD wallet. Do not use address or CD labels on the disc. Note: We need to retain the masters, do not send your only copies of production masters without prior authorisation.

We can accept audio files delivered on CDROM. We only accept 16bit/44.1kHz AIF, 24bit/44.1kHz AIF & 16bit/44.1kHz WAV files. WE DO NOT ACCEPT ANY OTHER FORMAT. Audio files should be named with the track number then underscore as a prefix followed by the full track title, for example:

01_This Is Track One.wav

Audio files not supplied in this format will be subject to delayed processing.

Cover Art

Should be supplied as a 1400x1400 pixel JPG at 300 DPI. The colourspace should be set to RGB, and any guides, rulers or embedded colour profiles should be removed. The file itself must not be locked or copyrighted such that the file cannot be edited. We can scan most professionally printed sleeves, but not inkjet or laserprinted sleeves. The single most frequent cause of delays is down to poor artwork, and we do regularly reject submissions on this basis. Cover art should also not list CD or DVD extras, and should not display any web address or copyrighted material.

Metadata

All titles should be in Upper & Lower case text, not UPPERCASE ONLY and not lower case only text. Special attention should be paid to the use of ampersands and accents, arets etc. Please note: We may choose not to correct any spelling mistakes once the content has been uploaded. Please use the delivery template to minimise processing time. Classical artists should contact us prior to submitting material, as we will require additional information, including full classical notation in the titles, full composers names, plus details of conductors and soloists

http://www.awal.com/sites/localhost/files/Delivery_Template.xls

Additional Information

Press releases, press photos and band biographies will help Awal sell your music and ensure that you are considered for any opportunities that arise.

Delivery

Metadata, cover art and biographies can be supplied on an accompanying CDROM. CDs must be packaged such they they will survive the postal system. An uncased CD in an A5 envelope is not likely to survive the journey. You must also ensure that the correct postage is applied to the package, Awal no longer pays underpaid postage fines, and your package will be returned by the postal services.

Please contact info@awal.co.uk for any further technical delivery questions