

# HOW TO LAUNCH YOUR VINYL PRESSING ?

## QUOTATION REQUEST

Please, before starting pressing process, visit one of the following links and send us a quotation request by using our specific tool :

2x12" : <https://www.vinylium.com/cost-prices/quote-request-form-2x12-inch/>

12" : <https://www.vinylium.com/cost-prices/quote-request-form-12-inch/>

10" : <https://www.vinylium.com/cost-prices/quote-request-form-10-inch/>

7" : <https://www.vinylium.com/cost-prices/quote-request-form-7-inch/>

Or if you have a special request : <https://www.vinylium.com/cost-prices/quote-request-form-special/>

## STARTING ELEMENTS

In order to open a client folder if you decide to start the production process, it would be appreciable if you could use following link and send us required informations by filling out the form.

<https://www.vinylium.com/vinyl-pressing/order-customer-infos/>

1° - The catalogue reference who will be engraved on your vinyl and who will be declared on the copyright control.



(example : **Example Records 001**)

2° - Please confirm your timings (including silences) and specify your rpm 33 or 45 (if important) !

3° - Invoicing

Full name of the person and/or company name + legal structure.

Full billing address.

European approved VAT-number (only) if you are subjected to VAT.

4° - Test pressings

Full address(es) for delivery.

Phone number for deliveryman (driver) in case of absence ! **compulsory** !

5° - Final pressing

Full address(es) for delivery.

Phone number for deliveryman (driver) in case of absence ! compulsory !

# BILLING - INVOICING

- In order to facilitate and to reduce accounting workload, a **PROFORMA invoice will be directly established** with VAT or without VAT (if you can provide a VAT number which is approved by European commission VIES).
- PROFORMA invoice will correspond to your approved quotation.
- **Full amount (100%)** will have to be paid to one of our financial accounts before production is started stating **your invoice number** or **your pressing reference number as reference**.

Example :

Example Records production 1606,50€ - communication : **FA 2014225** or **Example records 001**

- When the goods have been manufactured and shipped, the final invoice will be revised and will mention the potential *extra **FREE copies**\** and will be adjusted with all new changes intervened during the pressing process.  
(Example : New cutting, New test pressings, add fees for new shipping address, etc...)
- If this were to be the case, a financial adjustment will be expected in addition or in deduction depending of initial amount already paid.

*\*extra **FREE copies***

*All quantities delivered exceeding your initial order are offered*

*A small production fluctuation of +/- 10% can occur for technical reasons.*

*(ex : 500 vinyls ordered, 480 vinyls delivered = 480 vinyls invoiced)*

*(ex : 500 vinyls ordered, 516 vinyls delivered = 500 vinyls invoiced)*

## **Our bank details !**

ING BANQUE sa  
Boulevard industriel 21B  
B-7700 Mouscron  
Belgique

In order to protect us against potential fraud by using SEPA DIRECT DEBIT SYSTEM, we've decided not to show our Iban and Bic code anymore. If you have to proceed with payments, please contact us.

## **IMPORTANT**

In order to avoid potential errors for your project and for saving precious time, we would like to ask you to read this .pdf file carefully and to make sure that your AUDIO and ARTWORK files are correctly named.

Please, use our specific .psd templates you can download from : <https://www.vinylum.com/templates/download-templates/>

Fixed control fee of **29,00 euros** for data processing is applied.

# IMPORTANT REMINDER FOR CUTTING

Vinylum **doesn't provide DMM cuttings anymore** (copper material)... Why ?

DMM is the quickest solution, looking at the galvanic process and therefore also the cheapest. But it also has a disadvantage, due to the fact that a DMM will be cut directly into a copper plate. The needle will have more difficulties to enter inside metal than plastic. The level of sound will be louder with lacquer cutting due to deeper engraving.

When the same track is cut, DMM **loses about 2Db** compared to the same lacquer cutting.

A lacquer consists of a resin based surface and offers the possibility to cut deeper into the surface. For this reason, the sound will be louder but the galvanic process will also take longer. This process is a lot more complicated and therefore also more expensive. To show the difference between the two systems, we have processed an identical track that was cut on DMM and on Lacquer. Once the records were pressed, we played them on the same Technics turntable with a Concorde needle and recorded them digitally.

Here are the visuals of the digital files for you to compare



Find all available formats (12"-10"-7"-LP) with possible timings (per side).

Format	Timing max	Rpm	Rpm	Db level
12"	< 09'	45 rpm		Very loud
12"	< 10'	45 rpm		Loud
12"	< 12'		33 rpm	Very loud
12"	< 14'		33 rpm	Loud
Mini LP	< 16'		33 rpm	Normal
Mini LP	< 20'		33 rpm	Normal
LP	< 26'		33 rpm	Normal/Poor
LP	< 32'		33 rpm	Normal/Poor
10"	< 06'	45 rpm		Very loud
10"	< 08'	45 rpm		Loud
10"	< 08'		33 rpm	Very loud
10"	< 12'		33 rpm	Loud
10"	< 14'		33 rpm	Normal
10" LP	< 20'		33 rpm	Normal/Poor
7"	< 04'	45 rpm		Very loud
7"	< 05'		33 rpm	Very loud
7"	< 06'		33 rpm	Loud
7"	< 07'		33 rpm	Normal

# IMPORTANT REMINDER FOR CUTTING SUITE



It is known that the cutting process is the most expensive of the whole production process but the cutting is without any doubt, the most important step in the process of pressing your own vinyl record.

It is very important that your audio files are totally correct at the start of the cutting process and that you choose the cutting method in function of what you need and not in function of your budget.

The result of your final record will always be the reflection of the original cutting...

Vinylum does **ONLY** guarantee lacquer cuts performed by Vinyl Room cutting studio Holland [www.thevinylroom.nl](http://www.thevinylroom.nl)

Vinyl Room cutting studio has been selected by Vinylum for its quality of service, time management, flexibility and competitive prices ! Send your questions concerning cutting to : [info@thevinylroom.nl](mailto:info@thevinylroom.nl)

Vinyl Room cutting studio will dedicate itself to recut your tracks without extra charge in case if :

- Cutting on defected Lacquer !
- Damages caused by or during shipment to Vinylum.
- Handling errors by our galvanic technician (drop, production error, etc ...)
- Malfunctioning of the silvering process (many different factors can be the cause of the malfunctioning ...)
- Error during the cutting process made by Vinyl Room cutting studio (sound or lead-out engraving)

We do not change your original "audio" files ! A cutting is not a mastering.

A mastering or pre-mastering is a process that optimises your sound through equalising, compression, limiting, processing etc.. in order to get the best possible sound quality and level.

Mastering of your tracks is an option who is available through our services and that will come at an extra cost.

The cutting is just the transfer of your audio to another physical support who will be done by a professional cutting engineer.

If you would like a 33rpm cutting, for example Hip-hop or you would like to be able to play your record on very high speeds such as 45rpm +8 for several styles of music, then please let us know in advance.

If you don't let us know, it can happen that our engineer at cutting room decides to cut the record on another RPM because this would sound better !! Inform us always before the cutting process starts !!!

Please, don't overcompress and overlimit your tracks to the maximum, the engineers need headroom to be able to obtain the best sound quality possible, if they have to lower the level of cutting due to saturation, the quality of your record will be lowered as well.

A lot of artists like to use severe stereo effects, cracks, etc ... in their tracks, please inform us in advance if you use these kinds of sounds. Do understand that when you use loops or sounds that are very distorted and include crackles, it is almost impossible for us to identify cracks coming from a malfunction during the pressing process !

## PRE ECHO (You can already hear music before it really starts)

When you're playing a vinyl, the needle is tracking a groove (spiral shape). On silent sections or just before the music occurs, when the record turns the groove next to the first engraved circle with music and especially if groove is loud, the power of the audio deeply engraved can be already picked up by the stylus/needle.

When a heavier vinyl is used for the record like 180gr, pre-echo could be reduced but pre-echo reflects a very good and loud cutting !

Test pressings and final vinyl record pressing can't be refused for Pre-echo reason

# IMPORTANT REMINDER FOR CUTTING SUITE

## After receiving your test pressings...

**1° / WITHOUT cutting errors** from cutting room nor galvanic development from plant, and the audio sound doesn't correspond to your needs, a new cutting can be done BUT the refused one and the new one as well as their galvanic development will be inevitably invoiced !

**2° / WITH cutting errors** from cutting room nor galvanic development from plant, and the audio sound doesn't correspond to your needs, a new cutting or galvanic development will be proposed and will be executed without any extra additional costs.

For customers who are very demanding concerning sound result and don't want to take any **double billing risk** and having to pay new cutting, new metalworks and new test pressings after being disappointed while listening due to a different approach of the sound treatment by **Vinyl Room cutting studio Holland**, we strongly recommend you to contact a cutting room of your choice and if needed, attend the cutting process to have full satisfaction of your cutting.

In this case, your cutting room will send us your lacquers only (no DMM) and the chosen cutting room will carry full responsibility of the AUDIO result and lacquers sent.

For any other lacquers sent by a cutting room OF YOUR CHOICE, don't forget to evoke with your engineer in case a potential involuntary destruction (shipment, handling, silvering process) of your lacquers, **to set a financial alternative with him** because if it happens, the new lacquer to redo will be partially or totally at your charge !

### **Partially at your charge** in following cases :

- Handling errors by our galvanic technician (drop, scratch, production error, etc ...)
- Malfunctions during silvering process (many different factors can be the cause of these malfunctions ...)

**A flat fee of 100 euros excluding taxes will be granted for each damaged lacquer in the form of discount on final invoice, difference will be your responsibility !**

### **Totally at your charge** in following cases :

- Damages caused during shipment to Vinylum.
- All other possible cases.

Here's a list of cutting studios in case you want to choose for yourself...

- <https://www.24mastering.com/>
- <https://www.alchemymastering.com/>
- <https://www.angstrom-mastering.com/>
- <https://www.calyx-mastering.com/>
- <https://www.cutterheadrepair.com/>
- <https://www.dkmastering.com/>
- <https://www.dubplates-mastering.com/>
- <https://www.exchangemastering.co.uk/>
- <https://www.lhaudio.com/>
- <https://www.manmademastering.com/>
- <https://www.mathieuberthet.com/>
- <https://www.optimum-mastering.com/>
- <https://www.schnittstelle.ws/>
- <https://www.sst-ffm.de/>
- <https://www.thevinylroom.nl/>
- <https://www.villamastering.com/>

# AUDIO

Please, send us your masters to :

Lex van Coeverden / VINYLROOM  
Graspeel 62  
5411 LD Zeeland  
Holland  
www.thevinylroom.nl  
Phone 0031 486 453 819  
Mobile 0031 655 690 135

**Or** by using any web-based upload program for large files without necessarily having to open an account like wetransfer, sendspace, dropsend, google drive, dropbox, etc...  
Visit [www.cloudwards.net](http://www.cloudwards.net) and discover the various ways to send large files online and the services that will help you send them  
Please use following recipient address jeff (at) vinylum (dot) com

## IMPORTANT

The tracks will be pasted one after the other. Please make sure that you place the necessary "silences" yourself

First of all, specify your tracks with :




- catalogue reference who will be engraved on run-out groove
- the position that the track will have on the record.
- the chosen rotation (rpm).
- the complete timing.
- the exact **size** of file octets-bytes. (right clic - properties : **size** : Example 188 Mo (197.260.522 octets) Not size on disk !

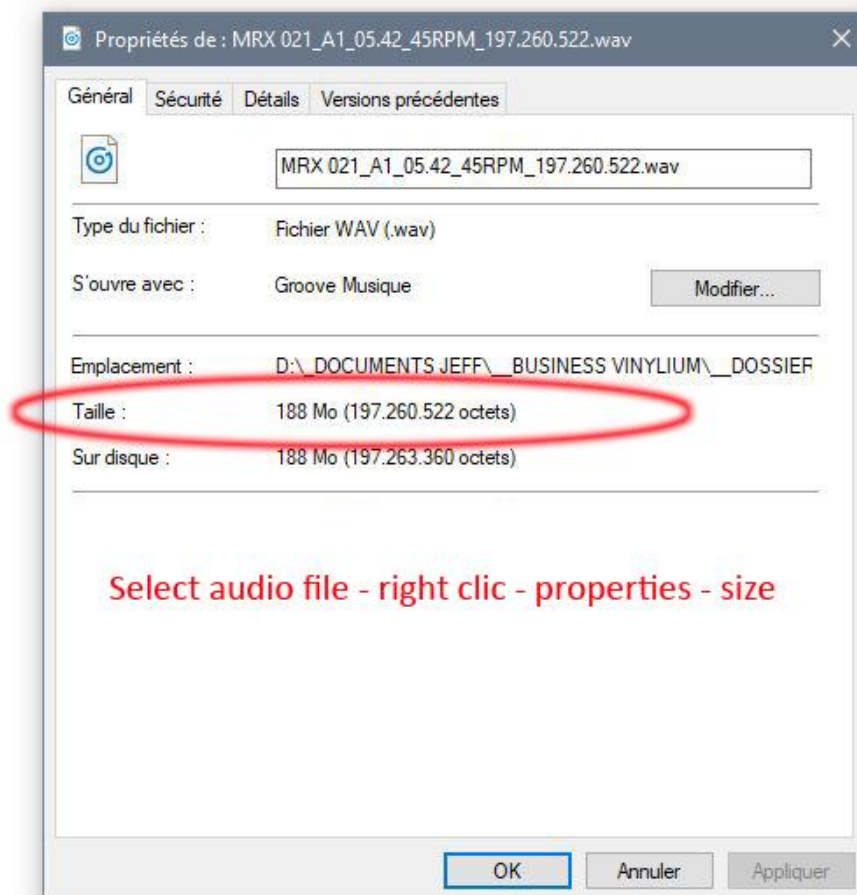
Example :

MRX 021\_A1\_45RPM\_05.42\_197.260.522 octets  
MRX 021\_B1\_33RPM\_07.43\_268.815.586 octets  
MRX 021\_B2\_33RPM\_04.43\_165.547.774 octets

# AUDIO SUITE

Where to find number of octets of your files ?

MRX 021 - 12" > MRX 021_AUDIO_12				
Nom	Modifié le	Type	Taille	
 MRX 021_A1_05.42_45RPM_197.260.522.wav	13-09-19 13:21	Fichier WAV	192.638 Ko	
 MRX 021_B1_07.43_33RPM_268.815.586.wav	13-09-19 13:21	Fichier WAV	262.516 Ko	
 MRX 021_B2_04.43_33RPM_165.547.774.wav	13-09-19 13:22	Fichier WAV	161.668 Ko	



Place the files in a specific folder that contains :

- the same reference number that will be engraved on your record.
- the word "audio".
- the chosen support.

Example :

MRX 021\_AUDIO\_12 INCH

(This folder can be compressed in .zip or .rar)

REMINDER : Do not put AUDIO and ARTWORK files in a same folder.  
Files are not treated by the same persons !

Thanks for your understanding.

# ARTWORK

## IMPORTANT

We are using specific templates for labels and for covers !

If you don't have them, please download them from following link : <https://www.vinylium.com/templates/download-templates/>

Label info (side A & side B) must be SEPARATELY engraved, and Folder has to contain the specification of the side and the reference of the vinyl. Sleeve's artwork has to contain the complete "Recto-Verso" design.

Our printing office accepts following extensions for labels & sleeves :

### **LABELS (center papers)**

.JPEG High resolution or .PDF High resolution

ATTENTION : files must be in CMYK 300 dpi or 300 ppi and specify pantone if there is !

Your files must be named as follow :

Example :

MRX 021\_SIDE A.jpeg

MRX 021\_SIDE B.jpeg

### **COVERS (sleeves)**

JPEG High resolution or .PDF High resolution

ATTENTION : files must be in CMYK 300 dpi or 300 ppi and specify pantone if there is !

Your files must be named as follow :

Example :

MRX 021\_COVER.pdf

Place these files in a specific Folder which has to contain :

- the same reference who will appear on your vinyl.
- artwork

Example :

MRX 021\_ARTWORK

(This folder can be compressed in .zip or .rar)

REMINDER : Do not put AUDIO and ARTWORK files in a same folder.

Files are not treated by the same persons !

Thanks for your understanding.



# COPYRIGHT CONTROL

It is imperative that we receive your mechanical rights authorization that includes your reference before pressing.  
The address that has to be mentioned on your application towards the company that controls the duplication rights in your country is the following :

Vinylium scs / MPO  
105B Rue des frontaliers  
7712 HERSEAUX  
BELGIUM

TVA : BE0682784483

If you are not a member of such a company and/or if your work is not declared, an authorization must be received as well.  
In this case, you won't have to pay anything and the company will send us the authorization to press your record.

If you're in this situation, we invite you to visit this link : <https://www.vinylium.com/administrative/music-licence/>

It will be possible to manufacture your pressing but this document must be in our possession before delivery !

To prevent piracy, a small manual mention "VINYLIIUM-MPO" will appear on all lacquers received from clients or recorded by our engineer. We can't derogate from this rule !

# CANCEL AN ORDER

**At any time, cancel an order can be considered due a dispute, a major incident or for x other reasons.**

After consultation and agreement between both parties, the refund of the advance paid corresponding to the initial quotation may be considered.

Nevertheless, all manufacturing steps that have been performed, such as:

- cuttings and galvanics/metalworks (see page 4 case 1° or 2°)
- printing of labels and/or covers/sleeves
- vinyl pressing
- all other manufactured material
- all other services asked

Will be deducted from the amount to be refunded and the material manufactured and invoiced will be returned to the address of your choice.

These shipping costs will be taken into account and deducted from the amount to be refunded as well.

# IMPORTANT REMINDER

**We insist on the fact that more than ever, as long as we don't receive the full amount (100%) of your invoice to one of our accounts, Vinylum will not start any part of the production process, whether it's artwork of cutting.**

**Bare in mind that these processes take time and they can significantly influence your release date if they are delayed, please take note of this.**

It is obvious that every change or re-cut ordered by the client during the production process will affect the final invoice, even having agreed on the PROFORMA invoice. Therefore, Vinylum reserves the right to modify your PROFORMA invoice at any time and to apply these changes on your final invoice.

Once that we have received all these elements, your job is done.  
From then, Vinylum will handle every step of the production process.

**An approximate period of x weeks (see our homepage) is necessary from receipt of all elements (audio, artwork, copyright control & payment).**

This period includes the test pressing pre-manufacturing process and is due to the actual demand on the market.

**Please take into account that this is a very complicated production process and it's always possible that the production time gets delayed because of technical failures. Therefore we ask you to order well in advance of your release date !  
We won't take any timing responsibility for last minute orders !**

Once that your order is ready, we will contact you regarding shipping and adjustment of the invoicing.

If you have more questions, don't hesitate to contact us at : [jeff@vinylum.com](mailto:jeff@vinylum.com)

vinylum.com – vinylum.fr  
are registered domain name of Vinylum scs.

Vinylum scs – 105B Rue des frontaliers – 7712 Herseaux - Belgium

VAT : BE0682784483

**We hold the right to change our prices and manufacturing conditions at any time, depending on evolution of market or mistakes on quotations !**

**All other relevant manufacturing conditions or important informations are available on our website.**