

# SoundScan

1 North Lexington Avenue, White Plains, NY 10601  
phone: (914) 328-9100, fax: (914) 328-0234

Important SoundScan information on reverse side. 

## 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.

1. Title: \_\_\_\_\_ Release Date: \_\_\_\_\_  
Artist: \_\_\_\_\_

### 2. Label information as it applies to product

Parent Label: Disc Makers

Sub Label: \_\_\_\_\_ Label Abbr. \_\_\_\_\_

3. Please enter all digits of the U.P.C. Code (including Prefix and Suffix).  
To enter identification codes on how your product should be listed, please check the example below.) Please carefully write one configuration for each line.

example:	price	type
9 9 9 9 9 9 9 9 9 9 9	\$ 9.99	A
— — — — — — — — — — —	_____	_____
— — — — — — — — — — —	_____	_____
— — — — — — — — — — —	_____	_____
— — — — — — — — — — —	_____	_____

#### 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 CASSINGLE  
I = CD MAXI  
  
VIDEO  
J = LASER DISC  
M = VHS  
L = DVD

### 4. Distribution Companies

_____ 1. CEMA	_____ 5. BMG
_____ 2. SONY	_____ 6. WEA
_____ 3. UNI	_____ 9. OTHER
_____ 4. PGD	

### 5. For Pick-Up Users Only

Please check box if adding to your set   
Please check box if deleting from your set   
Please enter in your ID: IND \_\_\_\_\_

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

Your Name: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

# HOW TO FILL OUT THE SOUNDSCAN FORM

---

Please read carefully before filling out the form!

SoundScan is a firm that tracks music retail sales. If your product is sold in record stores and through distributors, and if you have a barcode, chances are that SoundScan will be able to track it. To ensure you are properly credited for all record sales, you need to fill out the attached form and fax it to SoundScan at 914-328-0234. You'll need a separate form for each release.

This sheet explains how to fill out each section of the form. If you have any questions, call SoundScan at 914-328-9100.

## 1. Release Information

**Title:** Enter the name of the release.

**Artist:** Enter the name of the artist or band.

**Release Date:** Enter the date your release is / was / will be ready for retail.

## 2. Label Information

**Parent Label:** If you are using a Disc Makers barcode number, this is already registered at SoundScan as Disc Makers. Disc Makers will not be credited with any of your sales, this is just for SoundScan's records. Leave this line as is. (If you use your own barcode number, write in your label name instead of Disc Makers.)

**Sub Label:** If you're using Disc Makers' barcode, write in your label name here. If you don't have a label, use your band or company name.

**Label Abbreviation:** This is how SoundScan will refer to your label. It can be up to four letters long. If your abbreviation is already taken, SoundScan will contact you and ask you to come up with another abbreviation.

## 3. U.P.C. Code Information

**U.P.C. Code:** Enter your entire barcode number here. Please follow the example on the form.

**Price:** Write in the suggested retail price for your release in this configuration.

**Configuration Types:** Based on the chart to the right, enter the letter that corresponds to the format of your release. If your release is in more than one configuration, you need to fill out one line per configuration type.

## 4. Distribution Companies

Place a check mark next to the name of your distributor. If your distributor's name is not on the form, or if you don't have a distributor, just place a check next to "Other".

## 5. For Pick-Up Users Only

A pick-up user is someone who pays to see their SoundScan sales reports. There is no charge for SoundScan to track your sales, but there is a charge to see that information. For more information on becoming a pick-up user, call 914-328-9100. If you are not a pick-up user, leave this section blank. If you are a pick-up user, you'll be instructed by SoundScan on how to fill this section out.

## 6. Your Contact Information

Please enter the name, phone, and fax number of the person you wish SoundScan to contact with any questions about your form.