

| Catalogue number: | (         |                     |         |
|-------------------|-----------|---------------------|---------|
| format:           | ☐ 12inch  | ☐10inch             | ☐ 7inch |
| tool:             | □ lacquer | DMM/ mother stamper |         |
| recut:            | ☐ yes     | no                  |         |
| sides:            |           |                     |         |
| cut date:         |           |                     |         |
|                   |           |                     |         |

## How to fill in this form:

- Fill in this form and make sure it's attached to the OUTSIDE of your parcel
- Please write down the catalogue number in exactly the same appearance as put on the purchase order. Otherwise we can't guarantee to match the cut with the final order.
- Please fill in one form per release. If you are packing two or three jobs in one box attach the form accordingly twice or three times – one for EACH release. If the release spreads out over more than one box, each box needs to contain a label. Please describe the sides like this: A/B or A/B/C/D etc.
- The date stated should be the day when the lacquer/ DMM or mother was produced.