

# SoundScan Title Addition Sheet Overview

Please read the following before completing the SoundScan form.

SoundScan is the definitive agency that tracks retail record and movie sales. Billboard Magazine, major record companies, and others determine retail sales popularity and success from the data gathered by SoundScan. If you sell your music in retail stores or major distributors, and you have a UPC bar code, chances are SoundScan will track your sales. To have your sales properly tracked, you will need to fill out the SoundScan "Title Addition Sheet" and then fax it directly to SoundScan at 914-684-5500. A separate form will need to be submitted for each of your releases.

If you have any questions about SoundScan, please contact SoundScan directly at 914-684-5606.

## Release Information

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

**Artist:** Enter the name of the artist for this release

**Release Date:** Enter the date your release will be ready for retail sales, or the date it was released for retail sales.

## Label Information

**Parent Label:** Enter the name of the label issuing the bar code.

If you are using a CD Duplication 4 Less UPC Bar Code number, please enter Multi-Media Publishing & Packaging, Inc. as the Parent Label. **(Neither Multi-Media Publishing & Packaging, Inc. nor CD Duplication 4 Less will not be credited with your record sales; this is just for SoundScan's records)**

**Sub-Label:** If you are using Duplication 4 Less bar code, write in your record label name here. If you do not have a label, write in your band or company name.

**Label Abbreviation:** This is how SoundScan will reference your label. Enter up to 4 letters. If your abbreviation is already taken by another label, SoundScan will contact you and ask you to come up with another abbreviation.

## U.P.C. Code Information

**U.P.C. Code:** Enter your entire 12 digit bar code number in these spaces (see example)

**Price:** Enter the suggested retail price for your release in this area

**Configuration Types:** Refer to the chart on the right of the form. Enter in the letter that corresponds to the format of your release. If you have more than one format, i.e. CD and audiocassette, then you will need to fill out one line per format type. **(Note:** Each format must have its own bar code number)

## Genre

Place a check mark next to the genre that best describes your release.

## Contact Information

Enter your name, phone, fax and email address here. SoundScan will contact you if they have any questions regarding your submission.

Once you have filled out the form completely, please fax it directly to SoundScan at 914-684-5606. Remember to keep a copy with for your records.



One North Lexington Avenue, 14<sup>th</sup> Floor.  
 White Plains, NY 10601  
 (914) 684-5500  
 Fax (914) 684-5606

## TITLE ADDITION SHEET

To add a title to the SOUNDSCAN database, each field on the title addition sheet must be completed in order for it to be accepted. Please use a separate form for each additional title.

Title: \_\_\_\_\_ Release Date: \_\_\_\_\_

Artist: \_\_\_\_\_

Label Information as it applies to this product

Parent Label: \_\_\_\_\_ Distribution Co. \_\_\_\_\_

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

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 PRINT IN ONE CONFIGURATION FOR EACH LINE.

### U.P.C. Code

<u>EXAMPLE</u>	<u>PRICE</u>	<u>TYPE</u>
9 9999999999 9	9.99	A
- - - - -	- - - - -	- - - - -
- - - - -	- - - - -	- - - - -
- - - - -	- - - - -	- - - - -
- - - - -	- - - - -	- - - - -
- - - - -	- - - - -	- - - - -

### Configuration Types

<u>ALBUM</u>	<u>SINGLES</u>
A= LP 12" ALBUM	E=CD SINGLE
B=CASS.ALBUM	F=LP 12" SINGLE
C=CD ALBUM	G=CASS. SINGLE
D= DVD AUDIO	I=CD MAXI
<u>VIDEO</u>	
M=VHS	
L=DVD	

### PLEASE SELECT ONE GENRE WHICH APPLIES TO THIS PRODUCT:

- |  |   |
|--|---|
| <input type="checkbox"/> 150 - R & B     | <input type="checkbox"/> 520 - SOUNDTRACK       |
| <input type="checkbox"/> 400 - COUNTRY   | <input type="checkbox"/> 184 - WORLD            |
| <input type="checkbox"/> 300 - JAZZ      | <input type="checkbox"/> 100 - ROCK             |
| <input type="checkbox"/> 186 - LATIN     | <input type="checkbox"/> 620 - COMEDY           |
| <input type="checkbox"/> 102 - METAL     | <input type="checkbox"/> 640 - GOSPEL           |
| <input type="checkbox"/> 200 - CLASSICAL | <input type="checkbox"/> 630 - CHRISTIAN        |
| <input type="checkbox"/> 152 - RAP       | <input type="checkbox"/> 625 - KARAOKE          |
| <input type="checkbox"/> 180 - REGGAE    | <input type="checkbox"/> 360 - NEW AGE          |
| <input type="checkbox"/> 690 - CHILDREN  | <input type="checkbox"/> 156 - DANCE/ELECTRONIC |
| <input type="checkbox"/> 470 - BLUES     | <input type="checkbox"/> 178 - SKA              |

### VIDEO SUBMISSIONS ONLY

- |   |
|---|
| <input type="checkbox"/> 900 MUSICAL PERFORMANCE                |
| <input type="checkbox"/> 901 SPORTS                             |
| <input type="checkbox"/> 907 MOVIE                              |
| <input type="checkbox"/> 905 OTHER (E.G. EXERCISE, DOCUMENTARY) |

Your Name: \_\_\_\_\_ PH# (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FAX# (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

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