

Cardinal Song Mixing Rate Sheet, Policies, Payment and Delivery Specifications



CARDINAL SONG

Preface:

Straight away, I'd like to thank you for allowing me to be a part of your creative process!!

The point of this document is to make sure that we are all on the same page about the mixing process to ensure that we get what we need from each other. We are a team in this process, and good communication is the best way to ensure that all everyone is being heard and understood. So, let's jump in!

General Policies:

- We've agreed to a per-song rate or a whole-project rate. The time that is budgeted for your project is based on this rate. Basically, this means that the budget allows me to spend about a day per song on a mix as well as doing any revisions you might have for that mix. My expectations are that you will use this time wisely as to not impede on yours or other projects that I have lined up. If I'm working a song for you, I need you to be prepared to chat with me throughout the day (if needed), and to be available for notes when the mix is ready for your consideration.
- In most cases I can mix a song per day with notes and revisions. Sometimes two songs per day depending on the session's size and efficiency of the day.
- I mix in an analog/digital hybrid system. This means that I'm not purely working inside the DAW, and I cannot just open and close a session on the computer to work on your song. Consideration for documentation, recalling outboard equipment and the printing (recording in real time of the mix) is essential.
- I post mixes to a privately shared Dropbox folder. You will be invited and then updated every time a mix is posted.
 - Please do not remove the files from the Dropbox folder. Copy, download or stream them so that other members can listen.
 - If you need physical media, you will be up-charged \$5 for that.
- Notes and revisions tend to work best when we're directly communicating. If you're local and wish to attend please come by, otherwise revisions will be done via phone & email. **IDO NOT accept revision notes via text message.** If you text me a revision, then another person texts...you can see this turns into me digging through a phone to figure out who said what, when about which version of the mix.
 - Please designate one person to put all the notes into a nice email or phone call so that I have all the notes in one place.
 - Mix notes should be sent to: trep@cardinalsongokc.com and/or call me directly to discuss them. 1-405-596-2006
- If you want to print alternate versions of the mix, please let me know (before we print the mix) so I can have them ready for you, and do not have to do a needless recall later.
 - I typically print these four mixes regardless of your input:
 - =M= Mix (master mix)
 - Instrumental
 - A Capella
 - TV (the mix minus the lead vocal)

- Common alternate mixes you might want:
 - Vocal up/down mixes
 - Solo instrument up/down mixes
- If you would like stems of your mix, you will be charged an additional \$50 per song, as it takes an additional hour to print stems per song.
- I will hold onto your sessions and keep them backed up as long as I'm working on them. After that, I typically keep them for a few months before I delete them. **Archiving your sessions is YOUR SOLE RESPONSIBILITY.** That means that you need to have the session in at least three different places (three separate drives in three separate locations) after pickup your files from me to ensure their safety and longevity for future "Behind the Music" episodes. Cardinal Song is not an archive service.

Delivery Specifications:

- All delivered sessions should be Pro Tools sessions.
 - I do not use any other DAW. If you use another DAW, you will need to export each audio file individually as a mono audio file (unless it's specifically a stereo audio file) so that I can import them into a newly created session for you.
 - If you are sending audio to me, please put the bit depth, sample rate and BPM as part of the folder name.
 - Example: Your Song Title_32bit_48kHz_BPM 158
- The audio/session should be completed (edited, tuned etc) with all tracks that you intend to use, and stripped of all audio that you do not intend to use.
 - If you need help cleaning out your sessions, give me a call and I can walk you through the process. It's super easy!
- Please remove all plug-ins from the session. I might have them, but I might not. If there is something that you want to keep as part of the mix, you need to print that as a new audio file with the effect. That way I have what you want on my end.
 - If you are uncertain about how to do this, call me I can walk you through it. It's super easy!
- No MIDI or instrument tracks in your session. Pick the sound you want and print it as audio.

**** If after reading this you realize that you do not have these things sorted out, or you are not yet ready for this, it may be in your best interest to hold off on mixing until you're in the right place with your project. This kind of organization not only helps me, but it will ultimately benefit you by avoiding unnecessary charges. ****

Rate Sheet:

- **Mix Rate:** \$350 per song
 - If you decide you would like to redo a mix entirely (not as part of the notes and revisions cycle), you will be charged for that new mix at the full rate. You get two revisions included with this price, after that you will be charged a flat \$75 per revision (see below).
- **Recall Rate:** \$75 per song
 - If we must move onto another song without finishing the current song and/or I have to take the mix down, recall and prepare for that mix to be brought up again. You will be charged \$75.
- **Stems:** \$50 per song
 - If you want stems (individual stereo prints of groups of instruments) printed for your mix, you will be charged \$50 for the extra time it takes to do this process.
- **Editing:** \$50 per hour
 - If you require additional editing to your track, (outside of the normal touchups that just happen during a mix) or if you need to hire an editor for your project I charge \$50 per hour.

- **Payment:**
 - All payment shall be made to Cardinal Song.
 - We accept cash, check, credit card, Venmo, or PayPal. You will be sent an invoice from which you can pay directly.
 - We require a deposit of 50% of the total estimated cost before we begin the project, and expect full payment at the completion of the project.
 - Your files will not be released to you until full payment is made. No exceptions.

- **Credits:**
 - The album credits shall read:
 - Mixed by: Michael Trepagnier for Cardinal Song
 - Mixed at: Cardinal Song (unless the mix was done at another studio)