

Customer Tape Assessment / Identification Sheet

Name:

Date Sent:

Address:

Email:

Phone number:

Description and quantities of tape(s):

Please fill in the table below in as much detail as you can.

Don't worry if you don't know the answers, we are able to do a free assessment of your tape at the studio. Any extra information we can get about the tape does however help us make the best possible transfer.

	Yes	No	Don't Know	Further Comments
Audio?				
Video?				
Other (e.g. instrumentation tapes)?				
Are the tapes in a cassette shell?				
Is it an open reel tape?				
Cassette/ reel size?				
Tape width?				
Mono?				
Stereo?				
Multi-track?				
Labelling information on box (please give as much details as possible)				
Is the tape mouldy?				
How and where has the tape been stored?				
How old is the tape?				
Do you know the machine model the tape was recorded on?				
Any other information?				

Digital File Delivery

We want to know what formats you want your digital files delivered on, e.g., on a CD, DVD, as MP3s, or as high resolution archive preservation files. If you are unsure about what formats you want, we are happy to provide you with advice.

If you want your files delivered on a hard drive, there are two options. Please tick which one applies to you, or leave blank.

- I will provide a hard drive
- We provide hard drive(s) and the cost will be added to your invoice

Audio Digital File Delivery

File Type	CD (please tick where appropriate)	Hard drive (please tick where appropriate)
MP3 / AAC		
16-bit / 44.1kHz (CD Resolution)		
24 bit / 44.1 kHz		
24 bit/ 96 kHz (recommended archival resolution)		

Video Digital File Delivery

Delivery format	Tick your preferred option	Codec (please state your preferred option, if relevant)
Quicktime (Mac)		
AVI (Windows)		
DVD		