

PRESSING AND DISTRIBUTION CHECKLIST

A list of the principal issues to consider

1. **Term**
2. **Territory** – Different for physical and digital? Modified/ affected by overseas deals?
3. **Option**
4. **Rights**
 - (a) exploitation - clubs, free, radio, normal retail
 - (b) distribution (physical)
 - (c) digital distribution
 - (d) pressing
 - (e) manufacture e.g. licensing for advertising, film, TV
 - (f) ancillary rights - film, video, TV
 - (g) licensing for compilations, soundtrack, samples?
 - (h) cut out sales etc
5. **Warranties**
 - (a) copyright - operation/distributor
 - (b) defamation/ obscenity
6. **Delivery**
7. **Advance**
8. **Distribution fee**
 - (a) 15-25% on sold & not returned
 - (b) bad debts, cash discounts, promotion, marketing, artwork
 - (c) credit for actual returns retail price
9. **Reserves:** liquidated in next accounting period
 - (a) 35% maximum - singles
 - (b) 25% maximum - physical

10. Accounting — periodic/ monthly

11. Licence and assignment

12. Cut out records

13. Distribution Services:

- (a) storage
- (b) regular retail sales
- (c) customer orders
- (d) sales summaries
- (e) invoicing
 - (i) process returns
 - (ii) point of sale
 - (iii) advertising, promotion
 - (iv) disbursement
- (f) re-furbishment (fee?)

14. Termination

- (a) get out clause
- (b) sell off period (6 m)

15. Manufacturing:

- (a) prices
- (b) artwork