



Telephone:-(281) 260-7777
Fax:-(281) 348-0848

Get Your Album into Distribution:

Offices: 1621 Lakeville Drive, Kingwood, TX 77339
Warehouse: 1619 Lakeville Drive, Kingwood, TX 77339

YOUR MUSIC • EVERYWHERE

THE INITIAL CRITICAL STEPS TO GET YOUR ALBUM INTO DISTRIBUTION:

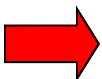
1. To make your music and/or videos commercially successful, you must be willing to promote your project and have a strong desire to succeed.
2. All projects must be mixed and mastered. All projects submitted to our company must be delivered on CD/DVD (retail ready packaging is preferred, but not required). CD/DVDs must be professionally pressed and NOT burned on a computer.
3. Complete all Application Forms ([1.1](#), [1.2](#), and [1.3](#)).
4. Read, understand and agree to the [Terms & Conditions of Distribution](#)
5. You need to have a viable marketing plan, and a promotions budget – you can call us and we'll help you formulate a plan.
6. Indicate on the Application Forms when you want to release your title -- normally 6-8 wks out. Fast Track processing (less than 6 wks) may be possible -- discuss your need with us.
7. Include with the Application Forms the setup fee of \$250, which is necessary to set up your title. ([click here for a complete explanation](#))
8. Submit all forms, complete with your signature, 10 copies of your CD/DVD, and the setup fee to:

Attn: New Titles
BCD Music Group, Inc.
1621 Lakeville Drive
Kingwood, TX 77339

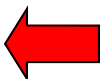
and send using **Federal EXPRESS, DHL or UPS.**

9. After receipt and evaluation of the project, a project manager will be assigned to your project, and we will place the first order by providing you with a Purchase Order. Shipments to our warehouse MUST BE addressed to:

Attn: Warehouse
BCD Music Group, Inc.
1619 Lakeville Drive
Kingwood, TX 77339



**** Do NOT ship your CDs until you have received a Purchased Order. ****





Unless you're in a big hurry, ship "**GROUND**". If you ship by US Postal Service, you are likely to pay more. **Do NOT, under any circumstances, ship your bulk CD/DVDs to our Post Office Box** -- if you do, your shipment will either be returned, or if we have to collect from the Post Office, we will charge you not less than \$100 for additional transportation.

- 10.** You are responsible for pressing the first 1,000 CD/DVDs or pay us in advance, and we'll press them for you. If your CD/DVDs are not retail ready, we can help you with the graphics and packaging.
- 11.** You are responsible for all promotional materials to support your project. (ie, posters, flats, cards, snippet CD/DVDs, T-shirts, etc)
- 12.** We'll consider helping you with an advertising and promotions budget, when we see that you are handling your part of the commitment. The determining factor is the scope of your marketing effort, and commitment you have to your project.
- 13.** Any budget provided by us may be used for the following types of promotional use by client: in-stores, retail programs, ads in magazines, radio spots, BET/MTV spins. All such monies shall be considered advances against sales and shall be subtracted from sales of product of client.
- 14.** We shall solicit your title and obtain orders from national retail chains and independent stores that want to stock your title. We can NOT promise that your title will be ordered by any retailer. Retailers traditionally order CD/DVDs if they can sell them to their customers.
- 15.** We will micro market your project; this means put the CD/DVD into targeted area stores where you have created, or will create consumer awareness (a 'buzz').
- 16.** We are Pro-Active: stay in weekly contact with your Project Manager. Tell him/her what promotions you've been doing, what you need from us, what successes you had, what failures, etc.
- 17. REMEMBER: We are a distribution company, we fill orders from retail stores. Unless you specifically retain us to provide marketing services, it is NOT our job to create awareness for, and promote your title ... although we're always willing to help, will discuss any questions you might have, and give you guidance.**