

Music Studio Rules

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1. How to book a studio?

- Call us at +7 (499) 707 73 42 or send a message via Telegram at @Voicesstudioscow. The manager will ask you about goals and service packages you'd prefer to use. Please, provide full information about your work plan as it will help us to recommend an eligible studio and an assistant.
- Studio booking will be confirmed after a 50%-prepayment of the total service cost for studio rental, mixing, or mastering.
- You can cancel or reschedule your booking only before than 24 hours by notifying the studio manager by call. In case of late cancellation, the prepayment will not be refundable.
- In case of force majeure circumstances, please, call the studio manager as soon as possible, so you will be able to discuss the prepayment refunding or a new booking. Otherwise, the prepayment will not be refunded.
- If you are late, the booking time won't be changed. It can be extended only for an additional fee, if the studio or the assisting specialist are available.
- If you miscalculated the time and booked the studio for a longer period than you needed according to the contract, we would refund 50% of the payment for those hours. However, each incomplete hour of studio work should be paid.

2. How to send files to the studio?

- You can send a link to your music files via Telegram @Voicesstudioscow or directly to the specialist via email.
- Depending on your task, the music recordings can be sent in various formats. It's important to clarify key points to avoid any misunderstandings.
- "Minus" means a backing-track with all the main vocals muted. Only secondary vocals (such as doubles, backing vocals, ad-libs, etc.) are left audible.

- “Project” refers to the audio project that a musician submits to the studio for processing. The project should contain:
 - a demo of the track/material.
 - a multitrack with individual instrument lines/ stems/ "minus"/ vocal tracks / backing vocals, and so on.
- “Project Export” means that all lines of the recorded track will be exported separately (in various configurations).
- "Project is Done" means that all works on the project are completed, no revisions are needed, and the final processed version in MP3 and WAV formats is delivered to the client.
- “Mixing” is the audio processing with the studio's analog and digital equipment.
- “Mastering” is the final stage of audio post-processing with the studio's analog and digital equipment.

3.How to pay for booking?

The payment details will be provided by the studio manager during the first consultation. Online payment (by card) or cash payment on-site can be available.

You should sign a contract offer before the work starts:

https://r—studios.ru/price/Dogovor_oferta.pdf

4. General Studio Rules

- Paying for services and signing a contract, the client agrees to follow the studio rules. All studio services are provided after prepayment. The studio keeps the right to forbid the service without explanations.
- Inappropriate or aggressive communication with any of the studio staff can have such consequences as a total ban on studio work without a payment refunding. If a blacklisted client attempts to use studio services through a third party, the third-party presenters can be blacklisted too.
- Food and drinks are only permitted in the studio's relax zones. You can use only bottles with lids or non-spill cups are allowed in the hardware, vocal, soundproof, and technical premises of the studio.
- Do not leave your belongings in the studio; we are not responsible for them.
- Smoking is prohibited in the studio and building corridors. There are smoking areas near there.

- Individuals under alcohol or drug influence are not allowed to be in the studio.
- Tampering with studio equipment and playing musical instruments without the studio's sound engineer's permission is prohibited.

5. Sound Recording Rules

If you prefer to work independently, please, note that track uploading, vocal warm-ups, preparation for recording, mixing, and all other processes should be included in the reserved time.

The studio keeps projects for no longer than two weeks, after which the client is responsible for it. If you need to keep the project for a longer period, this condition must be discussed with the studio manager.

Recorded or finished tracks can be sent by the studio via cloud services (such as "Yandex.Disk") or email. Alternatively, we can transfer them to a flash drive/hard drive. Please, note that studio staff do not sort your files by aliases or track names. This is the client's responsibility.

Also don't forget to leave time for uploading recorded tracks, preparing and producing demos at the end of the session. It helps you "to take it away and listen at home".

6. Mastering & Processing Rules

- Before the work, a client must send the multitrack in an archive and make a prepayment for the service. If there is a demo, please, send it as well.
- Sending material for mixing, make a text document with a full description of the project: song tempo, song lyrics, song key, preferences for instrument balance and panorama, atmosphere, references to works with a similar vibe.
- All files should be named correctly and exported "from scratch" in WAV format (24 or 32 bits; 44.1 kHz and above).
- All files should be sent without any processing. For synthesizers and sampled instruments, two versions of audio tracks are required - with effects and without.
- If you decide (for whatever reason) to cut off the work after it has begun, the prepayment will not be refunded.
- If you need significant changes to the musical material already submitted (for example, adding additional tracks, sounds, or inserts), it will require additional services and additional payment.

- Studio work on a single-track project takes 5 working days from the date set by the manager. If there are multiple projects, the studio can discuss the expansion of time limits with a client.
- Within 5 working days or an arranged time limit, you should inform the sound engineer about the versions of the track you need at the finish.
- Please, remember, that the client has 6 hours of studio time and the sound engineer's services for making necessary adjustments in the final track. Additional studio hours will be charged at the standard studio rate.
- As a preliminary we send the final track as a demo (up to 1 minute), a client gets the full version after paying the rest of the service cost. The final pay-off means that you accept the project.
- The studio accepts feedback on the demo within 24 hours. If you don't use this timeframe, the project will be automatically closed. After that all further actions related to the track will require additional charges.
- The final track is provided in MP3 and WAV formats. The client can get two versions of the track in different configurations (e.g., backing track, processed voice only, and so on).
- The project does not include additional instrument/vocal/backing vocal recording, musical production of the project (search and selection of instruments, sound selection for instruments, any creative decisions related to changing the arrangement), as well as the selection of vocal/instrument doubles for mixing.
- We keep projects only for 30 days before deleting.

7. Additional costs

Musical instrument aligning to the project grid - from 5,000 rubles per instrument.

Vocal tuning and editing - pitch correction and vocal alignment to the project grid - from 5,000 rubles.

8. Distribution

14 calendar days is a timeline for file uploading on a digital platform, if all terms of the distribution agreement are executed and track passes moderation.

Our label works with globally recognized publishers and cannot solve technical problems on the partners' (publishers') side. However, we always keep clients informed and make an effort to solve problems.

You can publish your track on platforms through our label after signing a special contract between the label and the client. The terms of the contract are discussed individually with a client.

Sign contracts attentively:

- If any document for licensing (ex. proof of the right to use the arrangement) is a fake or it has not passed legal confirmation, the money generated from digital platforms or marketplaces cannot be transferred to your account.
- If your beatmaker/composer refuses to sign a contract for the copyright transfer, rental, or music leasing, a track cannot be uploaded to the platform as it may have legal consequences. All responsibility for track removal is shifted from the label to the musician.
- If the contract with the beatmaker/composer is not signed according to our form, or incorrect data is found (errors in dates, names, etc.), digital platforms can remove tracks without clarification of the reasons.