



PLACING AN ORDER

CONTACTS :

Information or quote requests and CD/vinyl order :

- Ana SEN ana.sen@kuroneko-media.com
- Constance Fleury constance.fleury@kuroneko-media.com
- Lucile Poulet lucile.poulet@kuroneko-media.com

To proceed your order, please follow bellow instructions :

Mail subject : CATALOGUE NUMBER + LABEL NAME/PROJECT TITLE

Maintain one and only mail thread per order : Vinyl and CD orders must be placed through two different mail threads.

PROCEED A VINYL ORDER :

- Add the **order form** fully completed in attached file.
- Precise all necessary additional information in the mail.

PROCEED A CD ORDER :

Mention in the mail :

- **Quote** reference (precise if there is any changes)
- **Copy Right Declartion signed / or reference from local agency**
- **Billing address**
- **Delivery address :**
 - o Specify phone number and contact (imperative)
 - o Specify delivery address : quantity for the label / distributed quantity
- Add **manufacturing elements** through a Wetransfer or Dropbox link.
- Precise the printing/insert specifications :
 - o Matt or glossy varnish / Without varnish (dispersion)
 - o Insert : number of pages and insertion (into incition, pane or glued on the inner spine)

All orders will be launched upon receipt of an order email and all elements and information requested.

An order confirmation will be sent within the 24 hours after the reception of the order mail.

* Reproduction right information regarding the manufacturer :

KURONEKO PHONOGRAM MANUFACTURE

Address : Jagiellonska

Post code : 03-301 / Country : POLAND