

# **Jayes Multitrack Delivery Guidelines**

***It's important for both of us that you keep to these guidelines so i spend my time on your mix efficiently.***

***You can deliver your project as full bandwidth wave files or as a ProTools session or Logic Project.***

1. If you send me wave files make sure every track (sound) is bounced from the beginning of the project, preferably in 24 bit/44.1khz.
2. Print mono sources as mono files and stereo sources as stereo files.
3. If sending a Pro Tools Session or Logic Project, consolidate all audio, take off all send and bus fx. If needed you can leave the plugins native to the software. Put info in the notes file, if necessary.
4. Label all tracks in a clear way. (So no audio54-take523, but BG Vox1, Kick2, LeadVox Verse, etc.).
5. Edit all files to your liking, same goes for tuning. I may do some of that for mixing purposes, but general editing is not included in my mixing fee.
6. Delete all (audio)files not necessary for the mix. Unless you offer them as an option for me to use in the mix as i see fit. Also make that clear in your notes.
7. Please make sure you either include a copy of a reference mix in the folder or email me an MP3 to [jaye@jayesmind.com](mailto:jaye@jayesmind.com).
8. Do not normalize your files! Please don't do that to your mix.
9. Label folder clearly with "artist name- song name".
10. Make sure to send me an email or include your notes as a .txt file in the folder if you have any special requirements or important info concerning the mix. Please include your contact information, email address and phone number if possible. The more information, the better job i can do on your mix.
11. There's no stupid questions, if in doubt ask! I'm more than happy to help you out. There's no such thing as too much information, i rather have too much and disregard what's irrelevant to the mix then make mistakes because info is not there!

*Yes it takes some time, but its good practice to deliver clean and clear projects. It'll avoid miscommunication, wasting time and the wrong bass part ending up in the mix that was forgotten at the bottom of the session.*

***Remember that there are no stupid questions. If you have any concerns or inquiries please don't hesitate to email me at [jaye@jayesmind.com](mailto:jaye@jayesmind.com) or call me: +31 6 285 725 38***