

# Customer Tape Assessment / Identification Sheet

Name:

Date Sent:

Address:

Email:

Phone number:

Description and quantities of tape(s):

*Please fill in the table below in as much detail as you can.*

*Don't worry if you don't know the answers, we are able to do a free assessment of your tape at the studio. Any extra information we can get about the tape does however help us make the best possible transfer.*

	Yes	No	Don't Know	Further Comments
Audio?				
Video?				
Other (e.g. instrumentation tapes)?				
Are the tapes in a cassette shell?				
Is it an open reel tape?				
Cassette/ reel size?				
Tape width?				
Mono?				
Stereo?				
Multi-track?				
Labelling information on box (please give as much details as possible)				
Is the tape mouldy?				
How and where has the tape been stored?				
How old is the tape?				
Do you know the machine model the tape was recorded on?				
Any other information?				

### Digital File Delivery

Great Bear provide our customers with **preservation** and **access** files. If you are unsure what these terms mean, we are happy to advise you.

We recommend **file-based delivery** on hard drive or USB stick. Please indicate whether

- I will provide a hard drive or USB stick, sent with my tape(s)
- Great Bear supply hard drive(s) or USB stick and the cost will be added to the final invoice

We can provide a CD or DVD of your recordings but there is an **additional charge of £5 per labelled disc**.

Please note that audio recordings which last for more than 80 minutes, e.g. a C90 audio cassette, will require two CDs.

### Audio Digital File Delivery

Preservation files	Please tick your preferred option
B-WAV 16-bit /44.1kHz (CD Resolution)	
B-WAV 24 bit / 48kHz	
B-WAV 24 bit/ 96kHz (recommended archival resolution)	

Access files	Please tick your preferred option
MP3 320 kbps	
AAC	
CD	

### Video Digital File Delivery

Delivery format	Please tick your preferred option
Quicktime 10-bit uncompressed (Mac)	
Quicktime Pro Res (Mac)	
Quicktime DV (Mac)	
AVI 10-bit uncompressed (windows)	
AVI DV (windows)	

### Non-Disclosure Agreements (NDAs)

Great Bear often transfer material that our customers consider sensitive or confidential. We regularly work under Non-Disclosure agreements.

### Insurance and damage

In the eyes of insurance companies, the value of recordings made on obsolete analogue and digital formats is **undefinable** unless documented in a previous transaction.

General insurance cover is therefore unavailable for the tapes we digitise.

Customers send us their material on the basis that Great Bear Analogue and Digital Media will not be liable for any loss or damage to the tapes.

We do recognise, of course, that your tapes are likely to have immense personal value to you. If appropriate, we recommend you acquire Specialist Insurance Cover before sending your tapes to us.