



**Independent
Records, Inc.**

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Phone: 908-362-5524
<http://www.IndieRec.com>

Dear Independent Records artist,

The following document contains the information you will need for Independent Records to properly submit your venue sales data to Nielsen SoundScan. It contains: 1) The Rules for Submitting Venue Sales to Independent Records; 2) Contact Information For Submitting Sales Data to Independent Records; 3) Nielsen SoundScan Venue Settlement Sheet. Please be sure to read this entire document to make sure you understand how to properly submit your sales data to Independent Records. If you submit your venue sales data falsely or incorrectly we **WILL NOT** report those sales to Nielsen SoundScan for that corresponding week. If you have any questions regarding reporting venue sales data you may contact Independent Records at venuesales@indierec.com.

Rules for Submitting Venue Sales to Independent Records

- 1) Reporting week is Thursday thru Wednesday and submissions can be sent to our automated fax line that is operational 24/7. Only sales that occur during the current reporting week are eligible to be reported to SoundScan. Sales that occurred prior to the current reporting week will not be eligible for SoundScan venue sales reporting.
- 2) To guarantee proper SoundScan venue sale reporting the Venue Settlement Sheet for each show should be submitted no later than 2 days after a show date with the exception of Wednesday night shows. Wednesday night shows must be submitted by 9am EST Thursday. Any submissions for the week received after Thursday 9am EST will not be accepted since Independent Records will not be able to verify the venue sales with the venue by SoundScan's deadline.
- 3) Venue sales for a show that cannot be verified with the venue by Independent Records or SoundScan will not be reported in the SoundScan database.
- 4) Churches, Malls, Conventions, Trade Shows, Conferences, Lawn and House concerts are **NOT** eligible venue outlets and sales reported from these types of outlets will not be processed.
- 5) Product that is sold at 50% below list price at a venue will not be processed.
- 6) CD's that are packaged with the purchase of a concert ticket are not eligible venue sales and vice versa.

- 7) Shows that occur in a retail store (in-store appearance) should be reported by the retail store along with proper advanced communication to Nielsen SoundScan.
- 8) Only releases that artists have registered onto Independent Records and also with SoundScan will be eligible for SoundScan venue sales reporting. Venue sales data received on releases not registered onto Independent Records or SoundScan will be ignored.
- 9) Artists who attempt to falsify venue sales data may be removed from the venue sales program at the sole discretion of Independent Records.
- 10) You may terminate this agreement at any time by notifying Independent Records. The agreement will end when Independent Records receives your notice in writing. Independent Records may also terminate this agreement at any time by notifying you at the address provided by you during the registration of your release.

Contact Information For Submitting Sales Data to Independent Records

877-896-9237: dedicated support hotline (9a-9p EST)

877-467-1459: fax number for sales sheets (24/7)

* Numbers are toll-free so you can submit them at any Kinko's or college radio station or any other place where you can send a fax.

Who's The Label Representative?

In addition to a venue representative, SoundScan also requires a label representative to sign the venue settlement sheet as well. You, a band member or someone representing the artist (i.e. manager) who can be at the show would act as the label representative and sign the sheet as the label representative.



Venue Settlement Sheet

Venue Name: _____

Venue Address: _____

City: _____ State: _____

Zip Code: _____ Venue Phone: _____

Venue Capacity: _____ Performance Date: _____

Artist: _____ Title: _____

CD UPC# (12 digits): ____ - ____ - ____ - ____ - ____ - ____

CS UPC# (12 digits): ____ - ____ - ____ - ____ - ____ - ____

LP UPC# (12 digits): ____ - ____ - ____ - ____ - ____ - ____

**Total No. of Units Sold
Collected**

Price Per Unit

Total Dollars

CD : _____ CD : _____ _____

CS : _____ CS : _____ _____

LP : _____ LP : _____ _____

Label Representative (Printed)

Signature

Phone No.

Venue Representative (Printed)

Signature

Phone No.

Venue Representative Email Address (Printed)

ALL INFORMATION MUST BE COMPLETED BEFORE BEING SUBMITTED

* This settlement sheet is strictly to track artist venue sales within the SoundScan database. It does not represent a bill or tax that will be charged to the venue or venue representative signing this sheet.