

Score and Parts Delivery Requirements

September 2025

When you provide printed scores and parts for scoring sessions or send us pdfs of scores and parts for printing, please see the following delivery specifications:

Please send scores and parts as follows (delivery requirements):

- One folder for each cue with scores and all parts exported as individual pdfs
- Cue title, page number, and instrument name on each page
- Send TACETs for each instrument
- Part size: A4 / US Letter Size
 - Staff height: minimum 7.5 mm (0.30 in)
- Score size: A3 / US Ledger Size
- For choir recordings up to 8 voices, please send full choir score (not individual voices)

Please include a complete cue list for our team to check, if all cues have been delivered

Additional costs will apply, if:

- Delivery requirements are not met
- You ask us to reprint files
- You need additional scores for your team in the booth
- Material arrives later than the communicated deadline (30% surcharge on part extraction & printing)

Optional Parts Layout:

- Page margins: left, right, top, and bottom: 10 mm (0.39 in.)

Optional Scores Layout:

- Page margins: left, right, and bottom: 21 to 15 mm (0.83 to 0.59 in.)
top: 21mm (0.83 in.)