AFFORDABLE AUDIO PRODUCTION, LLC

Instructions to Clients for Proper Script Submission

Before recording begins, we have the following preferences, but we will make exceptions on a client by client basis. These are guidelines to minimize costs and provide faster turnarounds.

- Script format, MS Word (doc or docx). Please remove all non-essential items from the script to minimize any confusion.

- Within the script, clearly indicate which Talent is to record which text.

- For words or names that do not have common pronunciations, please indicate proper pronunciation within the text or in the margin by the text.

- Our standard audio format is mp3, 128 kbps, 16 bit, mono audio files. If you would prefer a different format, please let us know when you submit the scripts. We can make audio files in most of the major audio formats.

- We will deliver the audio via a weblink. If ftp or client server upload requested, please indicate when script is delivered.