

Mixing & Mastering Revision & Delivery Sheet

Project Information

Artist / Band Name: _____

Project Title: _____

Song Title: _____

Mix Engineer: _____

Mastering Engineer: _____

Producer: _____

Session Date: _____

Current Mix Version: _____

Audio Specifications

Category	Information
Sample Rate	
Bit Depth	
Session Format	
Stereo / Mono	
BPM	
Song Key	

Reference Track Planning

Tonal Reference Tracks

Artist / Song	Purpose

Specific Reference Goals

Element	Reference Notes
Vocal Tone	
Drum Sound	
Guitar Tone	
Bass Presence	
Stereo Width	
Reverb / Ambience	
Loudness	

Mix Review Notes

Timestamp	Issue / Revision Request

Revision Tracking Log

Revision Version	Date Received	Notes Submitted	Approved
			<input type="checkbox"/>
			<input type="checkbox"/>

			<input type="checkbox"/>
			<input type="checkbox"/>

Playback Translation Testing

Mix Reviewed On:

Playback System	Checked
Studio Monitors	<input type="checkbox"/>
Headphones	<input type="checkbox"/>
Earbuds	<input type="checkbox"/>
Car Stereo	<input type="checkbox"/>
Bluetooth Speaker	<input type="checkbox"/>
Phone Speaker	<input type="checkbox"/>
Low Volume Playback	<input type="checkbox"/>
High Volume Playback	<input type="checkbox"/>

Translation Notes

Playback System	Observations

Mastering Preparation Checklist

Before mastering:

- Final mix approved
- No clipping on export
- Headroom verified
- Correct sample rate confirmed

- Correct bit depth confirmed
- Stereo mix exported properly
- Alternate mixes exported
- Instrumental version included
- Clean version included if needed
- Acapella included if needed
- Fade-outs verified
- Noise/artifact check completed

Metadata & Delivery Information

Category	Information
Songwriter Credits	
Producer Credits	
ISRC Code	
UPC Code	
Release Date	
Copyright Information	

Final Delivery Files Checklist

File Type	Completed
Final Master WAV	<input type="checkbox"/>
Streaming WAV	<input type="checkbox"/>
MP3 Version	<input type="checkbox"/>
Instrumental Version	<input type="checkbox"/>
Clean Version	<input type="checkbox"/>
Acapella Version	<input type="checkbox"/>
Stems Exported	<input type="checkbox"/>
Alternate Masters	<input type="checkbox"/>

Final Approval

Mix Approval

Approved By: _____

Date: _____

Master Approval

Approved By: _____

Date: _____

Archive Confirmation

- Final files backed up locally
- Cloud backup completed
- Archive drive updated
- Metadata verified
- Artwork included with masters
- Final delivery package confirmed