

audio format

wav or aiff preferred.
24-bit minimum (32-bit float welcome).
export at the native sample rate of your project.
avoid mp3 or other lossy formats.

levels

leave at least -6dBFS of headroom.
no clipping or red overload indicators.
disable any normalise functions.
no dither — this is applied at the mastering stage.

mix bus processing

please remove any limiters, maximisers, clippers, or loudness-specific processing from the mix bus.
other mix bus processing is fine if it's a deliberate and essential part of your sound.
if you're unsure, feel free to send two versions: one clean and one with your bus chain engaged.
if any processing is kept, please flag what's in place.

reference & notes

include your final mix reference.
commercial references are welcome if helpful.
provide notes for fade-ins, fade-outs, sequencing, or spacing (eps/albums).

alternate versions

if alternate versions are required, they must be delivered at the same time as the main mix.
all versions should be exported from the same session at the same level.

file organisation

clearly named files — artist_trackname.wav.
one folder containing all mixes, references, and notes.