

Shipping Guide

SHIP TO:

MetaRip by GD3
6637 North Broadway St.
Indianapolis, IN 46220

1. **Jewel Cases:** Ship CDs in jewel cases for the following reasons:
 - Best Results:
 - Allows for manual metadata entry and scanning of cover art.
 - Less work:
 - Avoid the tedious process of removing CDs from jewel cases, and placing them on spindles AND returning CDs to jewel cases from spindles upon their return.

SEE PAGE 2 FOR INSTRUCTIONS ON PACKING CDs IN JEWEL CASES.

2. **Spindles:** Spindles are available upon request. This is best for unloading CD-changers.
 - Album Art:
 - In cases where metadata is missing, manual entry grooming or scanning of cover art may be required. We recommend that CD jackets are removed, inserted in large
 - Packaging:
 - CDs must be removed from jewel cases, and placed on spindles, then returned to jewel cases from spindles upon their return.

SEE PAGE 3 FOR INSTRUCTIONS ON PACKING YOUR CDs ON SPINDLES.

Insurance: Please insure your shipment for at least \$10 per CD, plus the value of any other included items (Servers, iPods, etc.).

JEWEL CASE SHIPKITS: MetaRip offers packaging for CDs in jewel cases:

- 128-JEWEL-BOX: ~128 CDs in jewel cases [12x12x10]
- 64-JEWEL-BOX: ~64 CDs in jewel cases [12x12x5]
- OUTER-BOX: Double Box [15x15x15]



1 – REQUEST YOUR RIP KIT

- Call 888.233.4274 or email pros@metarip.com to request a jewel case ShipKit.

STEP 2 – PACK THE INNER BOXES

- Assemble the inner box and arrange CDs in 2 rows, as shown.
- Use 4 jewel cases to fill the void between the rows.
- Repeat the process for the second tier (128-JEWEL-BOX only)
- Seal the inner box. (If any box is not completely filled, add filler to prevent movement and damage to CD jewel cases in transit)



STEP 3 – PACK THE OUTER BOXES

- Assemble the outer box and add ~3 inches of peanuts or other impact absorbent filler to the bottom of the box.
- Place the 128-JEWEL-BOX or 64-JEWEL-BOX into the center of the outer box.
- Fill void on sides & top with peanuts or packing material. Use enough packing material to ensure that the inner box is immobile during transit.



STEP 4 – SHIP & NOTIFY METARIP

1. Ship to:
MetaRip by GD3
6637 North Broadway Street
Indianapolis, IN 46220
2. Email tracking information to pros@metarip.com

STEP 5 – PLEASE RECYCLE: Please save all custom packing material from MetaRip for use with future jobs.

SPINDLE RIP KITS: MetaRip packaging for CDs on spindles:



- INNER-BOX: ~400 CD spindles [11x11x7]
- OUTER-BOX: Double Box [15x15x15]

STEP 1 – REQUEST YOUR SHIPKIT

- Call 888.233.4274 or email pros@metarip.com to request a spindle Shipkit.

STEP 2 – LOAD THE SPINDLES

- Load the spindles with CDs. If the spindle is not completely filled, using packing paper or material inside the spindle to immobilize the CDs in transit.

STEP 2 – PACK THE INNER BOXES

- Assemble the inner box and arrange spindles as shown.
- Fill the void (sides and above spindles) with packing paper. Seal the inner box (ensure that spindles are unable to move inside the inner box during transit).

STEP 3 – PACK THE OUTER BOXES

- Assemble the outer box and add ~4 inches of peanuts or other impact absorbent filler to the bottom of the box.
- Place the inner box into the center of the outer box.
- Fill void on sides & top with peanuts or packing material. Use enough packing material to ensure that the inner box is immobile during transit.

STEP 4 – SHIP & NOTIFY METARIP

- Ship your CDs & AudioReQuest HDD to:
MetaRip by GD3
6637 North Broadway Street
Indianapolis, IN 46220
- Email tracking information to pros@metarip.com

STEP 5 – PLEASE RECYCLE: Please save all custom packing material from MetaRip for use with future jobs.