

# Label Copy Template

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*“Label copy” is the master reference document a label (or self-releasing artist) keeps for each recording. It is the single source of truth for credits, metadata, splits, sample clearances, and rights. Distributors, PROs, sync agents, and DSPs all pull from this. Fill one out per recording (per version) and keep it with the project files.*

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## 1. Core Track Identity

Field	Detail
Track Title	[FILL IN]
Version / Mix (original, radio edit, extended, instrumental, remix)	[FILL IN]
Primary Artist(s)	[FILL IN]
Featured Artist(s)	[FILL IN]
Remixer(s) (if applicable)	[FILL IN]
Label	[FILL IN]
Catalog #	[FILL IN]
Genre / Subgenre	[FILL IN]
Language	[FILL IN]
Explicit / Clean	[FILL IN]
Parental Advisory required?	[FILL IN]

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## 2. Identifiers & Codes

Field	Detail
ISRC (recording)	[FILL IN]
ISWC (composition)	[FILL IN]
UPC / EAN (release)	[FILL IN]
Grid / Release ID	[FILL IN]
BPM	[FILL IN]
Key	[FILL IN]

Field	Detail
Duration	[FILL IN]

### 3. Release Info

Field	Detail
Release Title (single/EP/album)	[FILL IN]
Release Date	[FILL IN]
Original Release Date (if re-release)	[FILL IN]
Territory / Distribution Scope	[FILL IN]
Distributor	[FILL IN]
(P) Line — Phonographic copyright	(P) [YEAR] [OWNER NAME]
(C) Line — Composition/artwork copyright	(C) [YEAR] [OWNER NAME]
Price Tier	[FILL IN]

### 4. Songwriting / Publishing Splits (Composition)

Total must equal 100%.

Writer (legal name)	Publisher (or self)	PRO	IPI/CAE #	Share %
[FILL IN]	[FILL IN]	[FILL IN]	[FILL IN]	[FILL IN]%
[FILL IN]	[FILL IN]	[FILL IN]	[FILL IN]	[FILL IN]%
[FILL IN]	[FILL IN]	[FILL IN]	[FILL IN]	[FILL IN]%
			<b>TOTAL</b>	<b>100%</b>

Registered with: ☐ PRO(s) ☐ The MLC (mechanicals) ☐ Other: [FILL IN]

### 5. Master Ownership Splits (Recording)

Total must equal 100%.

Owner	Role	Share %
[FILL IN]	[FILL IN]	[FILL IN]%
[FILL IN]	[FILL IN]	[FILL IN]%

Owner	Role	Share %
	<b>TOTAL</b>	<b>100%</b>

SoundExchange registered? ☐ Yes ☐ No — Featured artist & rights-owner shares: [FILL IN]

## 6. Full Credits

Role	Name(s)
Performed by	[FILL IN]
Produced by	[FILL IN]
Co-produced by	[FILL IN]
Written by	[FILL IN]
Vocals (lead)	[FILL IN]
Vocals (background)	[FILL IN]
Instruments / Programming	[FILL IN]
Recording Engineer	[FILL IN]
Mixing Engineer	[FILL IN]
Mastering Engineer	[FILL IN]
Additional Production	[FILL IN]
Artwork / Design	[FILL IN]
Photography	[FILL IN]
Management	[FILL IN]
A&R	[FILL IN]

## 7. Recording Details

Field	Detail
Recording Date(s)	[FILL IN]
Recording Studio / Location	[FILL IN]
Mix Date / Location	[FILL IN]
Master Date / Location	[FILL IN]
Session File Location / DAW	[FILL IN]

Field	Detail
Stems / Multitrack archived at	[FILL IN]

## 8. Samples / Interpolations / Clearances

Field	Detail
Contains sample or interpolation?	[ ] No [ ] Yes
Source work(s)	[FILL IN]
Original rights holder(s)	[FILL IN]
Clearance status	[ ] N/A [ ] In progress [ ] Cleared
Clearance terms (fee / % / credit)	[FILL IN]
Clearance documents on file?	[ ] Yes [ ] No — Location: [FILL IN]

## 9. Rights & Licensing

Field	Detail
Master rights owner	[FILL IN]
Publishing rights contact	[FILL IN]
Sync licensing contact	[FILL IN]
One-stop clearance available? (single point for master + publishing)	[ ] Yes [ ] No
Instrumental version available?	[ ] Yes [ ] No
A cappella / stems available for sync?	[ ] Yes [ ] No
Pre-cleared for sync?	[ ] Yes [ ] No
Notes / restrictions	[FILL IN]

## 10. Deliverables Checklist

- ☐ Master WAV (24-bit) — title clearly named with version
- ☐ Instrumental WAV
- ☐ Clean / radio edit (if applicable)
- ☐ Stems delivered/archived

- ☐ Cover artwork (3000×3000, RGB)
  - ☐ Lyric sheet
  - ☐ Split sheet signed
  - ☐ Metadata sheet (this document) finalized
  - ☐ ISRC assigned
  - ☐ PRO + MLC registrations submitted
  - ☐ SoundExchange registration submitted
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*Update this document whenever a credit, split, or clearance changes. The version that ships to the distributor must match this label copy exactly.*