# DAISY Music Braille Project: Email templates for Music Braille Production Network

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## Contents

[STEP 1 – Initial score search 2](#_Toc87277000)

[STEP 2 - Transcription Request (if no suitable score is located) 4](#_Toc87277001)

## STEP 1 – Initial score search

**1.1) From: Requesting Agency (via Central Service)**

**To:** **musicbrailleproduction@daisy.org**

### Subject: Music Braille Production Network: Seeking {ADD SCORE TITLE(S) and COMPOSERS}

Dear Producers,

If anyone has the following in any format already and can share it with us please let us know by [INSERT DEADLINE]:

* **Score/book name**:
* **Composer/Editor**:
* **Publisher, Edition**:

*(Repeat for each score in the request)*

**Deadline**:

Please reply to me directly and cc musicbrailleproduction@daisy.org.

Thanks,

**Email:** [your email address]

**Name**: [your name]

**Organisation**: [your organisation]

**Country:** [your country]

**Phone:** [your phone number]

*Action:*

The Central Service sends this request out to the Production Network (the originator will see it go out as part of the trial, but in the final system they would get a confirmation that it went out)

**1.2) From: Responding Producer**

**To: Requesting Agency**

Cc: musicbrailleproduction@daisy.org

### Subject: Re: Music Braille Production Network: Seeking {SCORE TITLE(S) and COMPOSERS}

Dear Requesting Agency,

We can confirm that we have the following:

**Score/book name**:

**Composer/Editor**:

**Publisher, Edition**:

**Details of our holding (e.g. file type, formatting, whole score/excerpt etc):** [add details here]

*(Repeat for each score you have from their request)*

If you’d like anything further from us please let me know:

**Name**: [your name]

**Email**: [your email address]

**Phone:** [your number]

**Agency**: [your organisation]

**Country**: [your country]

## STEP 2 - Transcription Request (if no suitable score is located)

**2.1) From: Requesting Agency**

**To:** **musicbrailleproduction@daisy.org**

### Subject: Music Braille Production Network: Job Request {ADD SCORE TITLE(S) and COMPOSERS}

Dear Producers,

We couldn’t find a suitable existing score, so now we’re looking for Producers who could quote for doing the production of the following please:

**\*1. About us, the Requesting Agency**

**First name, last name:**

**Organisation:**

**Country:**

**Contact email address:**

**Contact phone:**

**\*2. Job details**

**Order reference number**:

**Deadline for responses from Producers**:

**Deadline for return of converted score**:

**\*3. Score and source details**

*(Repeat sections a) and b) for each score in your Order)*

a) Score details:

1. **Score/book name**:
2. **Composer/Editor**:
3. **Publisher, Edition**:
4. **Score type required**:
5. **How much of the score is required (All parts / Extract, please specify what):**
6. **Number of print pages required from the score (if known):**
7. **Summary of the request and intended use of the braille score:**

b) Source file details:

* **I am supplying the source?**Yes / No
* **The source is (e.g PDF, MusicXML, Sibelius etc):**
* **Origin of source file:**
* **Quality of source file (if known):**

**\*5. Country Code and Formatting**

* **Country code required** (e.g. UTF-8, UEB, Spanish etc):
* **Braille formatting required** (e.g. Section by Section, Bar over Bar):
* **Braille settings for the language specified above** (e.g. lyrics contracted or uncontracted):
* **Braille settings for other languages found in the score** (e.g. lyrics contracted or uncontracted in foreign languages):

**\*6. Output**

**How the score is to be read by the end-user:**braille display / embossed / braille display and embossed

**Output format required\***(delete any which do not apply):

Embossed hard-copy

BRF (formatted text file for embossing/reading on a braille display)

MIDI (audio file, if it can be created from the source file)

PEF (formatted print-ready file for PEF printers)

TXT (unformatted text file for reading on a braille display)

**Page setup (for embossed scores) as cells per line, lines per page:**

**If a music textbook, how you wish it to be presented:**integrated text & music together / in separate volumes of text and of music / please advise

**How much proofreading do you require**: 1 / >1 / please advise

**\*7. Additional information**

**Any further instructions/special requests:**

**\*8. Send your Job Request**

Privacy Statement: By sending this email to musicbrailleproduction@daisy.org you agree for these details to be shared with Producers in the Network to provide a quote for this job. Your details will not be added to any mailing lists, sold, or used for any other purposes.

**Send this now to**musicbrailleproduction@daisy.org to go out all the Producers in the network.

*Action: The Central Service sends this request out to the Production Network (cc originator for info).*

**2.2) From: Central Service**

**To:** **musicbrailleproduction@daisy.org**

Cc: Requesting Agency

### Subject: Music Braille Production Network: Job Request {ADD SCORE TITLE(S) and COMPOSERS}

Dear Producers in the Music Braille Production Network,

1. Please assess the following Job Request, and if you can meet the deadline for responses and the production deadline, please email the Requesting Agency directly at the address given (cc the mailbox) confirming whether you would charge the Standard Fee OR Advanced Fee for each score in the request (see guidance below).

1. The Requesting Agency will review all responses received by the deadline, and email you to confirm if your response has been accepted for the job, or whether another Producer was selected.

**Guidance for reviewing scores for Standard/Advanced Fee**

*{see separate document for the moment}*

If you have any questions which the Requesting Agency can’t answer, please email us at musicbrailleproduction@daisy.org

**Job Request**

*[The Central Service will include the original Job Request email from the Requesting Agency here]*

*Action: Producers respond directly to the Requesting Agency cc mailbox.*

**2.3) From: Production Agency**

**To: Requesting Agency**

Cc: musicbrailleproduction@daisy.org

### Subject: Re: Music Braille Production Network: Job Request {ADD SCORE TITLE(S) and COMPOSERS}

Dear Requesting Agency,

We confirm that we can fulfil your Job Request and meet your deadline, and would charge:

**The Standard Rate / Advanced Rate {delete one} for this work (specify), totalling: {insert amount}**

**Comments [add any other information you’d like to give to the Requesting Agency]**

*(Repeat for each score in the job if they would be charged at different rates).*

We look forward to hearing from you as to whether we can help you on this occasion.

**Name**:

**Organisation**:

**Email**:

**Phone**:

*Action: Requesting Agency reviews all responses received by the deadline, selects one and notifies them to do the job, and notifies the others that they were not selected on this occasion.*

**2.4) From: Requesting Agency**

**To: Production Agency (selected)**

Cc: musicbrailleproduction@daisy.org

### Subject: Re: Music Braille Production Network: Job Request {ADD SCORE TITLE(S) and COMPOSERS}

We would like to accept your quote for production of this Job Request.

Please let us know if you need any further information from us in order to fulfil this order.

Many thanks,

**Name**: [your name]

**Phone:** [your number]

**Agency**: [your organisation]

**Email**: [your email address]

**2.5) From: Requesting Agency**

**To: Production Agency/agencies (not selected)**

Cc: musicbrailleproduction@daisy.org

### Subject: Re: Music Braille Production Network: Job Request {ADD SCORE TITLE(S) and COMPOSERS}

Thank you for your quote, but we are sorry that we will not need your help on this occasion.

Many thanks,

**Name**: [your name]

**Phone:** [your number]

**Agency**: [your organisation]

**Email**: [your email address]