

Welcome to Sugo Music Group!

Congratulations! You are now a part of the largest global Music Distribution & Publishing network in the world. You've accomplished a lot so far, yet there is still a little bit more to do. Ready? Set? Go!

Our Partner Integration Team has already been informed of your Sugo Music Group Agreement. We're excited to start listening to your music, and processing your artwork and metadata. I would like to take this opportunity to introduce myself to you. I'm Keath Hartley, Director of Partner Relations. If you need any assistance in uploading your products to our easy-to-use secure FTP site don't hesitate to email me at: questions@sugomusic.com

Download Your Documents Now!

I've attached 4 documents for you. Download these files and save them. These 4 docs provide necessary information on how you'll prepare and upload your assets to our FTP site. They are:

1. **Asset Preparation & Upload Letter:** This document describes the type of audio file (WAV) and artwork file (JPEG) that you'll upload to our FTP. This document also provides important instructions about your track/song info (METADATA) and our secure music server (FTP).

2. **Audio Metadata Instructions:** Metadata is one of the most important components for proper integration and distribution to our digital and mobile global partners. Although the Sugo team will do most of the work for you in this regard, we still require specific track information from you to effectively distribute your music around the world! No one knows your music like you do, so please take time and prepare your Metadata correctly so that consumers around the world can listen and buy your music!

3. **Audio Metadata Template:** This is your official metadata sheet. Follow the Audio Metadata Instructions and insert all the correct metadata per these instructions into this attached Excel spreadsheet. Remember, "Metadata Is King"!

4. **Fictitious Metadata Sample:** You'll like this! Here is an example of what a correct Metadata sheet looks like! Check out how you'll be typing your track name, album name, artist name, composer name, etc. It's easy & fun!

Oh, also download this Welcome Package!

Videos!

And... if you have any Videos that you'd like distributed, contact us at video@sugomusic.com and we'll take care of those for you! Remember, Videos generate royalties too! So if you have any, please contact us ASAP and we'll set you up!

Upload Your Music, Art & Metadata!

Within 24 hours, you'll be receiving an email notification that your secure private FTP folder is ready for you to start uploading your files. Login tomorrow and start uploading your music, art, and metadata! Simply log onto the site using this URL and login information:

URL: <https://sugomusicgroup.exavault.com>

Login name (email address): *YOUR EMAIL ADDRESS*

Password (your name): *YOUR NAME*

It's easy to upload your files once you're there, but I'm always here for questions at: questions@sugomusic.com

Again, congratulations on being a part of a part of the largest global Music Distribution & Publishing network in the world. You deserve it! We are confident you'll be pleased with the level of experience and service that Sugo Music Group brings to the table and we look forward to a long lasting and profitable relationship!

Respectfully,
Keath Hartley
Director of Partner Relations, Sugo Music Group
"Proudly Celebrating 30 Years!"
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