

mediasourcing.com Customer Purchase Order Form

Name

Delivery Address

Order Description

Order Number:

Quantity:

Packaging Spec:

Paper Part Spec:

Onbody Spec:

Silver Base Yes? (0 colour) } You must select
 White Base Yes? (1 colour) } one or the other.
 CMYK Yes? (4 colour)
 Greyscale Yes? (1 colour)

Pantone References

Cello Wrap: Yes?

Phone Number

Invoice Address (if different from above)

Parts Supplied
Please Tick

Artwork Disk

Master

> Which Type > CDR EXABYTE DLT DVDR

Payment

MCPS

> Details >

Agreed Price (Inc. vat) £

(Please Read Below)

Cheques made payable to Media Sourcing

Artwork Proofs

Upon receipt or design of your artwork we will always thoroughly check and send a PDF by email. Once you have confirmed your acceptance of these proofs in writing or by email we will begin production. If you wish to have a Match Print then we will email you standard proofs first to check over before sending them to the plant.

PDF's Emailed

Email Address

Chromalin // Match Print

Colour Match Proofs (£50 ex vat)

In order to replicate a CD or DVD we will need you to sign this simple copyright declaration form. However if you don't own the copyright for the material then you will need to submit two forms to the MCPS (Mechanical Copyright Protection Society) and have received a license back from them, or apply online. Call the MCPS on 0208 7694400 or go to <http://www.mcps.co.uk>. For further assistance, call us on 0845 686 0001 or email for advice. You can download the forms from our website under the 'HELP' section. It is essential that you do this, not only to protect your own copyrighted material, but in order for manufacturing to begin.

Media Sourcing Ltd. will use every possible endeavour to ensure that work is completed within a reasonable period of time. This will normally be within ten working days (i.e. not including weekends) of receipt of all the parts outlined above plus payment for goods and artwork approval. However, at certain peak dates, or when the constraints of the manufacturing process dictates it, these lead times may be extended or reduced. Standard terms and conditions of Media Sourcing Ltd. apply at all times. A copy of these is available upon request and are included in your order confirmation email. No consequential loss or liability can be entered into.

FULL PAYMENT IS REQUIRED BEFORE MANUFACTURING CAN BEGIN.

Signed _____

Date _____