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E-mail: sales@worldmediagroup.com

www.worldmediagroup.com

Date:

Product to Arrive By:

(WMG) Contact:

Deposit:

Work Order #:

Method:

P.O. #:

Terms:

- **You Must Read, Complete and Sign the Following *Production Checklist and Terms of Business Form*. Your Dated Signature is your acknowledgement of our terms of business and the enclosed checklist.**
- **You Must Also Read the Enclosed *Notes From the Graphics Department*, and Complete and Return the *Electronic Files Submissions Form* (if applicable).**

Billing Address

Customer #:

Address * (No P.O. Boxes, Please)

Contact:

Attn:

Phone:

Phone:

* Please note that all proofs, tests and product will be shipped to the above address unless otherwise indicated. **Please provide any special shipping instructions in the indicated section of the checklist or to your (WMG) customer service representative IN WRITING.**

FAX:

Email:

Please check here if you wish (WMG) to Charge
 Visa/MC/American Express

Terms of Business

IMPORTANT: All new customers, it is essential that you read, sign and return the "Terms of Business" before we can begin your project.

PLEASE NOTE:

World Media Group, Inc. strives to provide its clients with total customer satisfaction. World Media Group, Inc. is not responsible for errors or mistakes due to unclear instructions or lack of instructions communicated to (WORLD MEDIA GROUP, INC.). Due to the multiple variables in audio, video and / or package manufacturing, all customer due dates remain as estimates only. At (WORLD MEDIA GROUP, INC.) we will do everything we can to meet or exceed your projected deadlines and / or release dates. Communication with your Customer Service Representative is extremely important in regard to meeting any project release dates and related functions, shipping schedules and your project timetables. **We require you to supply us with written directions and comments when at all possible. Delays in YOUR communication dealing with any aspect of your project (layout and design, typesetting proofs, color proofs, electronic files, deposits, test approvals, etc.) will have a direct effect on your expected schedules.**

PROPRIETARY RIGHTS: Customer is solely responsible for ensuring that it holds all ownership or legal rights to the intellectual property, information or other materials submitted to World Media Group, Inc. World Media Group, Inc. agrees to fill Customer's order only upon the express understanding that Customer warrants and represents to World Media Group, Inc. that Customer has full right, title, license or other interest such as to allow it to lawfully have reproduced or copied all of the intellectual property, information or materials submitted to World Media Group, Inc. by Customer. Further, Customer expressly agrees that it will hold harmless & indemnify World Media Group, Inc. against all costs, damages, expenses or other losses (including without limitation all attorneys' fees & litigation expenses) incurred by World Media Group, Inc. as a result of any claim by any person or entity that they have a proprietary or other interest in the intellectual property, information or materials submitted to World Media Group, Inc. by Customer. At World Media Group, Inc.'s sole discretion, Customer will assume the defense and expense thereof of World Media Group, Inc. in any claim, legal action, arbitration, mediation, alternative dispute resolution process or other proceeding of any kind. Customer's warranty and representation and hold harmless and indemnification agreement extends to all form of intellectual property of any type, including without limitation all copyright, trademark and patent rights under the laws of any nation, state, province or locality and any international treaty, agreement or convention of any kind relating to any form of intellectual property.

LIMITATION OF LIABILITY: WORLD MEDIA GROUP, INC. DISCLAIMS ANY AND ALL IMPLIED WARRANTIES, INCLUDING ALL WARRANTIES OF MERCHANT ABILITY OR FITNESS FOR A PARTICULAR PURPOSE World Media Group, Inc. shall not be liable under any circumstances for any incidental or consequential loss or damages, including but not limited to loss of profits, and the Customer expressly waives any and all claims for any such loss or damages. World Media Group, Inc. is not liable for freight charges in the event of delayed completion dates. Under no circumstances shall World media Group, Inc.'s liability exceed, nor shall Customer's available remedies extend beyond, return of the full fees or charges paid for any services provided by World Media Group, Inc.

TERMS OF SALE:

1. **Terms of Sale are 75% down, balance due upon completion of project.**
World Media Group, Inc. will accept Visa, Master Card, and American Express, personal or business check for your down payment, with the balance paid by certified funds, Visa, Master Card or American Express. Terms other than standard terms must be approved by our Accounting Department.
2. **Finance Charges of 1½% per month (18% annual) will accrue on all balances not paid within sixty (60) days of invoice date.**
3. **A SERVICE CHARGE OF \$100.00** will be assessed for each returned check.
4. **A Storage and Handling Fee of \$175.00** will be added to your account on all finished goods not picked up within 10 working days after completion of project unless other arrangements are made with either your sales representative or World Media Group, Inc. Accounting Department.
5. **Deposits paid at 100%** of project cost including freight and over run will be discounted by 3%.
6. All print, duplication and packing orders ARE CONSIDERED COMPLETE AT plus or minus 10% of quantity ordered. You must accept up to a 10% over-run in your costs. You will be billed for the actual amount printed, duplicated and packaged

CONTINUING GUARANTEE

For the purpose of inducing the extension of credit to Customer or of inducing World media Group, Inc.'s temporary forbearance from collection of accounts for monies due from the Customer, the undersigned herby absolutely and personally guarantees, on a continuing basis, the performance of the Customer shown on the first page hereof, including but not limited to the due and prompt payment of all present and future indebtedness, whether secured or unsecured and regardless of how the indebtedness is represented or incurred. The undersigned also consents to any extensions or alterations of any obligations and guarantees such without prior notice, demand or pursuit of remedies against the party primarily liable. The Guarantee shall continue effective until the undersigned has notified World Media Group, Inc. in writing of its cancellation, but such cancellation shall not alter any obligation of the undersigned arising hereunder prior to receipt of such written notice by World Media Group, Inc. The undersigned herby further agrees to indemnify and hold World Media Group, Inc. harmless from any loss, damage or expense caused by or arising out of any default on the part of the Customer in making payment of any part or all of such sums, and in the event of default agrees upon demand to pay World Media Group, Inc. the amount of any such loss, damage, or expense. The undersigned further agrees to pay all reasonable cost, expense, attorneys' fees, or agency fees incurred in the enforcement of this Continuing Guarantee, or in the enforcement of any obligation of the Customer under these Terms of Business, including by not limited to the collection of any past due indebtedness, and whether or not suit is filed.

AGREED AND ACKNOWLEDGED:

Date	Signature	Name
Title		

You must sign this in order for your project to begin.

AUDIO CASSETTE JOB CHECK LIST**CASSETTE CHECK LIST**New Release Reorder

House #: Selection #: Quantity:

Title:

Artist:

Running time: (longest side): *(Side A or B?: circle one) Total Time: Unit Price:**Song titles & times** * *(There will be extra charges and delay in mastering if titles and times are not included.)***Side Breaks:** **Side A:** Cuts: **Side B:** Cuts: One sided?: Yes No Double A?: Yes No**Mastering:** Tests Waive Digital Bin Special Instructions-*(Must be in writing; attach instructions)***Dolby "B" Noise Reduction** Yes No Mastering engineer discretion**Tape Type:** Chrome Premium Music Ferric Music Voice Ferric**Shell:** White Grey Clear Other:**Imprint:** Plate Typeset **Ink Colors:****Logo Placement?:** Yes No Logos Supplied by You Industry Logos Designate:**Norelco:** regular clear Soft Poly (Soapdish) bulk Crystal Display Case Ala Carte**Over Wrap?:** Yes No**Special Sticker Placement:** Yes No Mock-Up must be provided Quantity:**Promotional copies?:** Yes No Quantity: How are promos to be packaged? *(Please attach instructions)***Test Cassette Shipping Instructions:****SUBTOTAL:****J CARD CHECK LIST****Finished print supplied?:** Yes No How Many Pieces?:

■ There will be extra charges to assemble and possible delay if the supplied print does not meet World Media Group, Inc. assembly specifications.

■ J-Cards with 4 full panels or more must be pre-folded. World Media Group, Inc. can do this for a small charge.

Composite negatives supplied?: Yes No **Must Be Accompanied by:** Color proof Matchprint Blueline**Bar Code included in composite negative?:** Yes No **World Media Group to strip in** Yes No**Bar Code:** Supplied by Client Supplied by World Media Group #:**Number of extra panels:** Back print: Quantity: Unit Cost:**Graphics supplied?:** Yes No Camera Ready: Yes No Electronic file(s)*: Yes No* Computer generated art-work (electronic files) must be accompanied by **"Electronic Files Submissions Form"**.

Delays will occur if this form is not included and filled out properly.

Special print services:**Graphic Services:** Typesetting Color Separations Final Film Proofs**Shipping Instructions for Proofs: (No P.O. Boxes, please):****TOTAL:** Please check here if you wish World Media Group, Inc. to store all of your components. Please check here if you wish your components to be returned upon completion of your project.

COMPACT DISC JOB CHECK LIST**COMPACT DISC CHECK LIST**New Release Reorder Audio ROM

House #: Selection #: Quantity: Unit Cost:

Title:

Artist:

Type Of Master Provided: *(Must be accompanied by an EDL/Track Sheet. Any Special instructions must be in writing. **Attach Instructions.** If EDL/Track Sheet is not provided, extra charges and delays may occur.)

Mastering:**Glass Mastering:****Label Imprint:** 1 Color 2 Color 3 Color 4 Color Other

PMS colors*: *Specify - Please provide sample of color if you do not know PMS color.

Packaging: Jewel Case Other

Unit Cost:

Special Packaging: Outline in attached instructions.**Overwrap:** Yes No**Special Sticker Placement?:** Yes No (If yes, Mock-Up for placement must be provided) Quantity:**Promo Copies?:** Yes No Quantity: How are promos to be packaged? (*Please attach instructions*)**SUBTOTAL:****COMPACT DISC PRINTED COMPONENTS****Finished print supplied?:** Yes No How Many Pieces?:

■ There will be extra charges to assemble and possible delays if the supplied print does not meet WMG specifications.

Composite negatives supplied?: Yes No **Must be accompanied by:** Matchprint Blueline**Bar Code included in composite negative?** Yes No (WMG) to strip in Yes No**Bar Code:** Supplied by Client Supplied by (WMG) #:**Graphics supplied?:** Yes No Camera Ready: Yes No Electronic file(s)* Yes No

* Computer generated art-work (electronic files) must be accompanied by "Electronic Files Submissions Form"

*Delays will occur if this form is not included and filled out properly.***(WMG) Graphic Services:** Typesetting Color Separations Final Film Proofs**Booklet/Inlay:** number of pages: Quantity: Unit Cost:**Special Packaging:** Quantity: Unit Cost:**Special print services:****Shipping Instructions for Proofs:** (No P.O. Boxes, please):**TOTAL:** Please check here if you wish World Media Group, Inc. to store all of your components. Please check here if you wish your components to be returned upon completion of your project.