



Client's PO number : \_\_\_\_\_

**Invoice to**

Order must be issued and signed by invoice recipient

Company   
 Address   
 Contact   
 Telephone   
 Invoices to be sent to the following email address  
 @

**Delivery information**

PR Agencies only, please indicate your client's name

Contact name   
 Email address  @   
 Email alerts to be sent to the following address  
 Contact name and email   
 @

Additional name and email (secondary email address entails a surcharge of 25 % per article)

Name  Email  @

YES   Is your Company a PR agency?  NO

Do you hold a :  CLA licence  YES  NLA licence  Electronic licence  
 NO  Basic licence  No licence

Copyright Management : 7 % contribution charge per invoice  Invoices are sent by email. If you wish to receive them by post, please tick here

**ORDER CONFIRMATION**

I hereby subscribe to the Press Index service subject to the General Terms and Conditions stated in this document. I understand that clippings are delivered via our portal or fax dependent on copyright legislation and that no clippings will be available online after the legal storage period has expired.

Signatory name and position  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Date : \_\_\_\_ / \_\_\_\_ / 2008  
 Company stamp

**General terms and conditions**

These general terms and conditions apply to all assignments between Press Index and the Client unless otherwise agreed in writing. The service will not start until the Client has received electronic confirmation from Press Index.

**Cost per article**

Invoices are issued based on the number of clipping units received during the month. Unit price is indicated on the first page of this order form. Due to their content and subscription cost, articles published in certain publications are given a rate equivalent to two units. International clippings are charged at a two units rate per article. Clients may opt out of the delivery of any titles that carry a cost per article higher than a unit (list of these publications is available on request).

**Contract information**

"Classic" plan is charged on a monthly basis in arrears. One month's notice is required for termination of contract. "Advantage" quarterly monitoring fee paid in advance with a written estimate of clippings for the contract agreement. Should you exceed the agreed volume per quarter the cost of additional volume will be charged at £2.00 per article. "Premier" contracts are invoiced and paid in advance of contract commencement and a volume discount is applied to volume of clippings bought within the contract period. There is a 30% charge for analysis information delivered to "Premier" contracts. Any clippings bought in advance and unused during length of contract can be carried over to a new signed and consecutive "Premier" contract agreement.

**Payment terms and conditions**

Services are invoiced from the first day of the month on a monthly basis. For any assignment that starts on or after the 25th day of the month, monitoring fees will be waived for the remainder of that month. The Client will pay the invoice within 30 days of receipt. Whilst every effort is made to provide a reliable service, no guarantee can be given that all the required cuttings will be found or sent. Credit will be given for any cutting provided which does not meet the selection criteria providing that Press Index is notified of the refusal through the client interface portal within 7 days of delivery.

There is no limit to the number of keywords, provided that they all relate to the same company (company name, product, web site...). The client can remove or add keywords provided they relate to the same company. When the customer requests that cuttings be sent to additional email addresses, an extra cost of 25% will be charged for each cutting. Invoices are sent by e-mail in PDF format. If requested, a printed copy can be sent by post at a cost of one article.

**Scope of the service**

Cuttings will be provided based on Press Index's current media list. Press Index will add to this reading list any title requested by the client (subject to approval by Press Index's Media department). If Press Index chooses not to add a title to its reading list, clients will be informed within 5 days after having issued the request. Unless otherwise specified by the client, all the titles listed in the current reading list are monitored for this contract.

**Copyright**

7% copyright management surcharge is payable on all invoices. This cost will cover the cost of copyright fees payable to the licensing agencies by Press Index and for one copy of the article sent to the client. Clippings are delivered through Press Index's password protected client-dedicated portal. Access to the website is only allowed to permitted users. Clippings are delivered according to the licenses held by the recipient. Client will not make unlicensed copies of cuttings supplied by Press Index. In order to comply with Copyright legislation, Press Index communicates its clients' details to the relevant Copyright bodies. Under no circumstances should an article be posted on a website without the written consent of the editor. The copyright licence included on the article may not be removed or altered. For titles within the NLA repertoire, to print and reproduce any press article, the client will need to hold at least a basic licence. Should the client want to forward the link to the article internally or post it onto an intranet, the client will need to hold an NLA digital licence. Clients are not allowed to store any newspaper cuttings. Clippings delivered by fax will only be delivered to a conventional fax machine. For titles within the CLA repertoire, a CLA Business Licence is necessary to make paper or digital copies of articles for internal use only.