

## MEMENTOPRESS NEW CLIENT INFORMATION

| Client Name:    |                  |
|-----------------|------------------|
| Phone Number:   |                  |
| Email:          |                  |
| Billing address | Shipping address |
|                 |                  |
|                 |                  |
|                 |                  |

## Newsletter [ ] Yes [ ] No

We will never share your email with anyone else. You can opt out at any time. We send about one mailing per month.

Please sign and send us this form, along with your media. After receipt, and completing a consultation with you, we will send you a proposal. We require a 50% deposit for larger jobs, but otherwise charge at the initiation of agreed-to work.

## **Terms of Service**

Memento Press, Inc. ("Memento") offers its service subject to the following conditions. Your signature below constitutes acceptance of these terms. Any changes to these terms must be in writing signed by an officer of Memento.

• **REVIEW AND PAYMENT.** You are solely responsible for review and approval of the proof version of your order. Unless explicitly stated in your product package, proof cycles beyond the first one are subject to design fee charges. For any given proof cycle, all changes must be submitted at the same time, in writing, either by email or in the store. Once you approve a proof version, you may not make any changes and you are responsible for full payment for your order. Memento will correct any errors it makes at no charge to you. In any case, all service fees, including but not limited to scanning, custom design, review, rank and photofix, are payable when service is performed.

• 24 HR. APPOINTMENT CANCELLATION POLICY. Our professionals plan their schedules days in advance. We must require a full 24 hrs. Cancellation notice by email or phone for any type of appointment, whether in person, or by remote means. Less notice will incur a minimum one hour design charge.

• **PERMISSIONS.** You understand that you are solely responsible for obtaining all required permissions to reproduce each image in your order. You agree to indemnify us in full against any claim that any image included in your order violates any right of any third party. We reserve the right to reject any order in our discretion.

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| <b>Client's Signature</b> | <br>Date |
|---------------------------|----------|
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