



Company Information:		Billing Information:	[] check if same as the mailing address	
Name		Billing Street		
Street Address		Billing Street 2		
Street Address 2		Billing City		
City		Billing State		
State		Billing ZIP		
ZIP		Billing Contact First Name		
Contact First Name		Billing Contact Last Name		
Contact Last Name		Billing Contact Phone		
Primary Phone Number		Billing Contact Fax		
Other Phone Number		Billing Contact e-mail		
Fax Number		Method Of Payment:	Check Number:	
E-mail address		Credit Card Type (circle one)	Visa MasterCard AMEX Discover	
Website		Credit Card Number		
Make of Phone System		Expiration		
Model of Phone System		CVC		
Referred by:		Order:	Date:	
Promo Code:		Reference PO Number:		
Number of locations		Duration		
<i>Please submit the shipping addresses for all locations</i>		Item	Quantity	Unit Price
Please indicate the style music you would prefer:		Basic Service		/month
<input type="checkbox"/> Upbeat	<input type="checkbox"/> Contemporary	Unlimited Updates Plan		/month
<input type="checkbox"/> Easy Listening	<input type="checkbox"/> Light & Breezy	Additional Locations		
<input type="checkbox"/> Jazz	<input type="checkbox"/> Other- Indicate _____	Studio Set-Up (per company)		
Remit Checks to:	Return Orders To:	Hardware Deposit		\$250
HoldCube LLC	Sales@HoldCube.com			
PO Box 1793	or FAX to (800)-830-CUBE			
Hammond, Louisiana 70404				
(800)-830-CUBE (2823)	Authorized Signature	X _____		



Scriptwriter Worksheet

Who would you like to write your script?

I prefer to write my own script I would like On Hold Custom Audio to write my script for me

Company Slogan/Mission Statement

Landmarks that help you direct clients to your location? Are you located near a major intersection? (i.e. Across from Target, or one mile west of I-94)

Do you have multiple locations? If so, what are their addresses (list or attach literature):

Hours of operation:

How many years have you been in business:

What credit cards are accepted:

Do you have an 800 number for out of area clients? If so, then list:

Can your clients fax or e-mail in their orders or information to you? If so, list the number and/or address:

Give us a general description of the products and services your company provides:

What is the size of your facility? How many employees?:

Has your company received any awards, accreditations, or certifications:

Does your company sponsor or support any charities or outside activities:

Past/present/future growth:

Most frequently asked questions of your company and explanation:

Trade shows you will be attending:

ANY ADDITIONAL REQUESTS?:

Please list the topics and information you would like your clients to hear about. If you have any brochures, newspaper ads, or information sheets, please circle what you want included and fax them to us along with this form.

Please return this worksheet to our writers once completed.
Fax-800-830-2823 Sales@HoldCube.com

Terms & Conditions

Agreement Terms

These terms govern all invitations to offers, quotations, orders, acknowledgement of orders and contracts for the license to use goods between On Hold Custom Audio (the "Company") and any licensee of the goods (the "Client") to the exclusion of any other terms. They can only be varied by the written consent of the President of the Company.

Definitions

"goods" means all or any part of the items and substances supplied by the Company to the Client and unless otherwise stated, in writing, shall be taken to include any scripts, hardware, production recording in any type of format, or any audio recording made available to the Client

"contract" means any order between the Company and the Client for the license to use these goods including all items associated with all plans (including both "non-contract" and "Studio" plans).

"scripts" means any text or narrative generated by the Client or the Customer which once authorized is then submitted for audio production by way of an order.

An "order" for goods is made once the Client has authorized and released for production, their scripts, voice and music. Confirmation of the plan type and method of payment must be committed in writing via our website, fax, email, or directly to a sales rep.

Submitting an order for and payment for goods via the Company's website constitutes entering into a contract for the supply of goods (www.onholdcustomaudio.com).

Intellectual property rights

Unless otherwise stated, the Company owns the intellectual property rights for any goods supplied to the Client. Subject to the license below, all these intellectual property rights are reserved. The Client shall have license to use the goods as necessary – the license is granted on the following conditions:

The license shall not be assigned or transferred to a third party

The Client shall use the goods only insofar as all sums due and payable under the relevant contract have been made

The Client shall only use the goods on the premises stated on the contract

The Client shall not alter or redistribute the goods (including the scripts, production and any audio recording of the production)

The goods shall not be used for any purpose other than the transmittal of "on hold" telephone messages by the client at the location(s) specified

The Client shall notify the Company of any infringement of the Company's intellectual property rights which come to its attention.

The Client shall indemnify the Company against any infringements of any rights caused by the supply by the Client to the Company of any music, scripts, designs or other copyrighted material for use by the Company in its production of the goods

Delivery and Specifications

Following the submission of an order and an authorized script by the Client to the Company, all productions will be generated within a few business days and sent to the client via e-mail or a parcel service.

All illustrations and specifications relating to the goods are approximate only and the Company reserves the right to make alterations as it thinks fit.

The Client shall make the Company aware of any pronunciations or emphases in regard to any places or names specified in any scripts. Subsequent alterations to pronunciations will incur additional charges for the production of goods or will be deducted from the client's remaining studio credits.

Prices, Payments & Refunds

All prices quoted are exclusive of any taxes.

Any payments made shall cover all voice-over, music, editing and delivery of goods to the Client.

Check Payments will be paid and billed on an annual basis. Payments will be the total of charges (including Initial Set-Up, Basic Service for one year, all deposits) and paid by the beginning of the one year term. All checks shall be made out to the Company's current remit address. The Company will issue electronic e-invoices annually to customers paying by check.

Yearly payments must be received promptly to revalidate licensing agreements to avoid possible late-fees and/or the removal of the Client's message.

Any undisputed pre-paid balance remaining (including deposits for hardware) resulting from early cancellation by the Client will be paid within 30 days of receipt of goods from the Client.

Credit cards are accepted. They will be automatically billed annually, and may possibly be subjected to a nominal credit card processing fee.

Refunds will not be offered in respect of any goods supplied where disputes arise regarding the delivery or specification of the goods.

Customers that do not resolve late payment notices within 30 days of invoice date shall forfeit all deposits.

For no reason shall a client possess ownership of the Company's goods unless agreed in writing by the Company.

Indemnity:

You the Client agree to defend, indemnify, and hold HoldCube LLC harmless from and against all losses, costs, damages, liabilities, and expenses (including reasonable attorneys' fees, court costs, and other litigation and arbitration expenses) ("Losses") related to or arising from: (a) negligent acts or omissions or intentional misconduct with respect to any action or lack thereof done by HoldCube or a representative; or (b) claims for infringement of the proprietary rights of