



6955 Portwest Drive, Suite 100
Houston, TX 77024-8083
tel 713.864.7845
fax 713.864.7849
discinc.com

Standard Terms and Conditions

Thank you for the opportunity to service your project needs. As one of the leaders in this industry, Disc, Inc. can assure you that our products and our services will not disappoint you.

Disc, Inc. is a full-service electronic information company, offering media (CD, DVD, flash drives, etc.) duplication, replication, printing and packaging service, data and media conversions, hard drive recovery, OCR/image scanning and PDF catalog services. Established in 1982, our mission is to deliver inventive solutions and dynamic results that will help set our clients apart from their competition.

We would like to take this opportunity to briefly set forth our terms and conditions for maintaining an open account with our firm.

- Payment Terms** All invoices are payable within 30 days. Payments not received by due dates may be subject to a late fee. If the account is referred for collection, the amount past due may include a collection processing fee. Unpaid accounts will be reported to national credit rating bureaus.
- Over/under** All media duplication and replication projects are subject industry standard 3-5% over/under run. You may request no over run on any project, please note that there is a slight risk of an under run if no over run is requested.
- Duplication Rights** We do not wish to become involved in the duplication/printing of any material without proper authorization. You represent and warrant to us that: the duplication and/or printing of the material will not infringe any copyright, right of privacy, trade mark, patent, trade name, performing right or any literary, dramatic, musical, artistic, personal, civil, private, contract or property right, or any other right of any person and/or company; To the best of your knowledge, no one owns or claims to own (or has or claims to have) any interest in the material, or in the Intellectual Property Rights in the materials, which is in conflict with any of the foregoing.
- Violation** Should you violate these Terms and Conditions or any other rights of Disc, Inc., Disc, Inc. reserves the right to pursue any and all legal and equitable remedies against you, including, without limitation, terminating any account.
- Guarentee** Disc, Inc. guarantees all products to be defect free. If a defect were to occur Disc, Inc. will replace that product at no additional cost.

Unless explicitly stated otherwise, any new products and services shall be subject to these Terms and Conditions. Should you have any questions or need additional information please do not hesitate to contact us at anytime.

Welcome to our family!