

AScribe

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The undersigned member organization:

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Member Organization: _____ Date: _____

By: _____
(signature) (print name & title)

Conditions of Service & Definitions

1. These conditions of service apply to all copy, content, materials, and other information (collectively "Information") submitted to AScribe by the Member.
2. "Traditional Media" includes, but is not limited to, newspapers, magazines, trade publications, radio, television, and news wires. "New Media" includes, but is not limited to, Internet- or Internet-II-based services, portals, hubs, broadcasters, web sites, and providers of databases.
3. Member agrees to pay in advance a one-year membership fee of \$125, which will give Member the right to have Information distributed by AScribe during the year at AScribe's rates then in effect. Member agrees to pay invoices for Information distributed by AScribe within 30 days of distribution (i.e. net 30). Membership may be terminated by either party upon 10 days written notice. AScribe will refund a pro-rated portion of the annual membership fee if AScribe terminates the membership prior to the expiration of the term. Unless terminated earlier, membership will automatically be renewed on each annual anniversary of this Agreement, and Member agrees to pay the renewal membership fee as then in effect.
4. This agreement is governed by the laws of the State of California as if made between California residents. This agreement represents the entire understanding of the parties, supersedes all prior agreements between the parties, and may only be amended in writing signed by both parties.
5. This agreement may be executed in counterparts each of which shall be an original, but all of which together shall constitute one instrument.

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MEMBERSHIP & SUBSCRIPTION FORM (Special PEN Education Rates)

To send news via AScribe, our Members agree to pay a \$125 annual membership and to choose one of the news release packages from the list below.

Once AScribe has received the signed Membership & Distribution Agreement and this News Release Subscription Order Form, you may begin to send news immediately for distribution over the AScribe Newswire. You may send these forms by fax to 510-597-3625 or by mail to the address below.

Subscription Package	Number of Releases	Fee	Please check in the box below
#1	5	\$425	
#2	10	\$750	
#3	20	\$1,300	
#4	30	\$1,800	
#5	50	\$2,750	
#6	100	\$5,000	

Enclosed please find a check for the amount indicated One-year AScribe Membership: \$ 125

Please invoice us Release Package at \$ _____

Please contact us at this number: _____ TOTAL \$ _____

Please include this purchase order number on the invoice: _____

Credit Card Information:

Name: on card _____

Signature _____

Card No _____ Exp Date ____ / ____

Security Code _____ Billing Address Zip Code: _____

Please send the invoice to:

Name: _____

Title: _____

Address: _____

Please send the check payable to:

AScribe
5464 Suite B College Avenue
Oakland, CA 95618

Or you may fax this form to: 510 597 3625

AScribe Member Information Form

Help us keep your membership files current!
Please complete and return to AScribe.

Please return completed form to AScribe.

Via fax: 510-597-3625

Via USPS: 5464 College Ave., Suite B, Oakland, CA 94618

Organization: _____

Street Address: _____

City, State, Zip: _____

Department Phone: _____

Department Fax: _____ Date: _____

Departmental Contacts	Name	Title	Direct Phone	Email	*Qualified Sender?
Department Head/C.P.I.O					[]
Primary Contact					[]
Department Secretary					[]
Invoicee					[]
Additional Sender					[]
Additional Sender					[]
Additional Sender					[]

* To ensure the authenticity and authorization of the releases we receive, AScribe uses a "Qualified Sender" mechanism based on individual email addresses. Organizations may have as many qualified senders as needed. If there is not enough space in the table above, please feel free to attach additional pages with that information.

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