



DIGITAL PRINTING — FILE STORAGE TERMS OF AGREEMENT

- Files held in storage for a title are subject to storage and handling charges billed six months in advance. Our current policy is to store the digital printing files for two years prior to billing for additional storage.
- Shipment of media will be assessed handling and freight charges.
- As a matter of best practices and to safeguard against any stored files becoming unusable or unavailable, a copy of any supplied files must be retained by the Publisher.