

STANDARD TERMS & CONDITIONS & LIST USER WARRANTY

How to apply them.

- (1) Every new client to MOC must sign a hard copy version of these Standard Terms & Conditions (one copy). The Terms & Conditions posted on the MOC website do not show MOC Bureau Terms & Conditions, so would have to be emailed separately if required. The website is primarily for List Management to refer list order sign offs without having to send a 6 page fax.
- (2) Where MOC are entering into a range of services and campaigns then these must be detailed under a heading 'PROJECT'. This will detail all the specific work and time frames and will have a space to 'sign off' the agreed work. This will have to be emailed separately. If more convenient then produce all documents as hard copy and post.
- (3) MOC Bureau Terms & Conditions are now incorporated into the Standard Terms & Conditions but each Data Processing job must be signed off on the agreed process to be undertaken.
- (4) What was previously 'Schedule 1' covering data protection is now incorporated into both Standard Terms & Conditions and MOC Bureau Terms & Conditions, so separate document not needed.