

ORDER FORM/AGREEMENT

CONTENT TO BE LICENSED: *Selected Massachusetts or Rhode Island Boston Globe Top Places to Work 2021 logo and/or "The Boston Globe Top Places to Work 2021"; North American distribution; English language; individual uses and alternate terms available except where noted.*

Selection (required):

- Massachusetts
- Rhode Island

| Licensing Packages | Include | Select Term |
|--|---|---|
| <p>★ PREMIUM ★ (BEST VALUE!) <i>Includes Gratis, Promotional & Plus packages & these additional uses</i></p> | <ul style="list-style-type: none"> • Broadcast Advertising • Indoor/Outdoor signage • Out-of-home/Billboards • Owned & Paid Social Media • Print Advertising • Trade Shows & Exhibits • Web Advertising – <i>all platforms</i> | <ul style="list-style-type: none"> <input type="checkbox"/> \$8,595 – 12 months <input type="checkbox"/> \$6,495 - 6 months |
| <p>PROMOTIONAL <i>includes Gratis & Corporate Packages and these additional uses</i></p> | <ul style="list-style-type: none"> • Direct Mail & CRM Marketing • Printed & Electronic Brochures • Promotional Video | <ul style="list-style-type: none"> <input type="checkbox"/> \$5,595 – 12 months <input type="checkbox"/> \$4,195 - 6 months |
| <p>CORPORATE <i>Includes Gratis Package and these additional uses</i></p> | <ul style="list-style-type: none"> • Corporate Merchandise • Corporate Reports & Presentations • Corporate Stationery • Corporate Website • E-mail Signatures • Corporate Owned Social Media ONLY | <ul style="list-style-type: none"> <input type="checkbox"/> \$3,295 – 12 months <i>only</i> |
| <p>GRATIS <i>Includes these uses</i></p> | <ul style="list-style-type: none"> • Press Releases • Online exclusively on Globe.com • In print exclusively in The Boston Globe | <ul style="list-style-type: none"> <input type="checkbox"/> N/C |

Custom Display Products *All custom display products are designed according to Publisher guidelines to include the Top Places to Work in Boston 2021 logo along with your company name and/or logo & company colors.*



- Virtual Background*** (\$1,995)
- Window/Door Decals** (\$20 each*) QTY: _____
(Min. qty 100)

Custom Display Products below:
 Any 4 or more: \$500 each Any 3: \$550 each
 Any 2: \$575 each Single: \$595 each

- Bamboo Desktop Award** QTY _____
- Framed Print** QTY _____
- Wood Plaque** QTY _____
- Metal Plaque** QTY _____

* Includes .jpg file supply of custom-designed virtual meeting backgrounds featuring the Top Places to Work logo with your company logo and colors. Authorized for use exclusively in virtual meeting backgrounds.

Note: customer is responsible to confirm compatibility of use within their preferred virtual meeting platforms.

PAYMENT TERMS - GENERAL

- PARS’ policy is to NOT accept credit card payments for invoices in excess of \$3,000.
- All fees are provided in and all payments are required in U.S. dollars.
- Reuse, shipping, handling and sales tax will be added to your invoice if applicable.
- PARS’ preference is to manage invoice payments directly with the Payer’s company. Payers choosing to process their PARS invoice through a third-party payment processing company (e.g. Ariba) may incur a service charge of 3.5% of their total invoice. Service charges will be assessed on invoices that require PARS to enter an agreement or “sign-up” with a third party in order to be paid.

PAYMENT TERMS - FOR PAYMENTS ORIGINATING OUTSIDE OF THE UNITED STATES

- All fees are exclusive of any taxes or withholding. PARS will not be responsible for any taxes, fees, withholding, supplying certificates of exemption, filing for exemption refunds, or other paperwork associated with sales outside of the United States. Payment of all such fees and taxes and filing of all such paperwork is the sole responsibility of the Licensee.
- All payments drawn from a non-U.S. Bank/Financial institution must include a \$100 USD processing fee.

PAYMENT OPTIONS

- **CHECK/MONEY ORDER** The “PARS Order Number” should be included on your check/money order and be made payable to: *PARS INTERNATIONAL CORP.; Attn: Permissions A/R; 253 West 35th Street – 7th Floor; New York, NY 10001*
- **WIRE TRANSFERS** If you wish to pay via wire transfer, please send your name, company and PARS Order Number to the following email address: wiretransfers@parsintl.com. Upon receipt of your e-mail, we will respond with our bank information.
- **CREDIT CARDS** For orders that do not exceed \$3,000, you will be given the option of paying via credit card when you receive your invoice.

PRODUCT TERMS AND CONDITIONS

1. Cancellations:
 - No Cancellation Fee: Same business day cancellations.
 - 50% Cancellations Fee: Cancellation before proof is issued.
 - 100% Cancellations fee:
 - *Cancellation by customer after proof has been issued*
 - *Cancellation due to your company’s Legal/Compliance department disapproval for any reason (including changes to disclosure requirements for financial firms).*
 - *Cancellation due to customer not approving or making changes to proof within 10 days of proof issuance.*
2. All products are designed according to Publisher guidelines at the discretion of the PARS International Design Team.
3. A proof will be sent for approval prior to final production and shipment.
4. Standard turnaround time is up to 10 business days following final proof approval. Your PARS Sales and Customer Service Reps can explain the turnaround time for your product.
5. Orders billed to addresses outside the United States are subject to a processing fee.
6. Applicable shipping, handling and sales tax will be added to your invoice.
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LICENSEE/PURCHASER INFORMATION:

| | | | |
|--|--------------|---|-----------------|
| Licensee/Purchaser Company Name: | | Licensee/Purchaser Contact Name: | |
| Address 1: | | | |
| Address 2: | City: | State: | Zip: |
| Phone: | | Email: | |
| <input type="checkbox"/> <i>I have selected my choices and have read and agree to the Terms & Conditions above.</i> | | | |
| Purchase Authorized by (Name) | | | Initials |
| Title | | | Date |

PAYER INFORMATION: Check if Payer Info is the same as Licensee/Purchaser info. If not, info below is required.

| | | | |
|--------------------|--------------|-----------------------|-------------|
| Payer Name: | | Payer Company: | |
| Address 1: | | | |
| Address 2: | City: | State: | Zip: |
| Phone: | | Email: | |

PRODUCT SHIPPING INFORMATION: ***All products will be shipped via UPS Ground.***

| | | | |
|----------------------|--------------|----------------------------------|-------------|
| Ship to Name: | | Ship to Company: | |
| Address 1: | | | |
| Address 2: | City: | State: | Zip: |
| Phone: | | Email shipping notice to: | |

Thank You For Your Order!

