



MEDIA IDENTIFICATION INSTRUCTIONS

The purpose of this form is to ensure we are able to correctly identify which media item is to be used for each product. We recommend using the Media Identification form if your order includes multiple new custom patterns. However, you are welcome to enclose your own note instead of this form, if you wish. We are grateful for your cooperation!

INSTRUCTIONS

Please print legibly and complete all applicable fields to avoid delays.

Please list each media item you are submitting with your order. List each item separately. For each listing, please include an item description and list any special processing requests you would like us to apply to that item. Item descriptions should include the type of media and a description of the printed media (i.e., "photograph of flowers in a red vase") or filename of the digital media file (i.e., "file: new-01.jpg"). Special processing requests typically involve color counts, background removal, image cropping (using only a portion of the image to create the pattern product), and/or color correction. Please see the product's description for more information about special options. If you need additional space for your special requests, please include them on a separate piece of paper and identify which pattern ID corresponds with each note.

To enable us to identify which media item belongs to which product, we have assigned a temporary pattern ID to each listing on the form. On the Mail Order form, find the product(s) that the media item belongs to and enter the appropriate pattern ID in the Pattern ID column. We will then use the listed media item for that product.

Digital media files should be submitted on a CD or 3.5" 1.44mb diskette. Acceptable media for each type of custom pattern product are listed in that product's description. All submitted media will be returned with your completed order. We are not responsible for lost, misdirected, or damaged mail.

MEDIA POLICIES

A complete set of policies is available as a PDF document. To obtain a copy, please visit our website at <http://www.digi-source.net> or contact the customer service department at service@digi-source.net.

Notice regarding copyrights

Your Media

In compliance with applicable laws, Digi-Source cannot and will not knowingly accept copyrighted media for use in any production — including, but not limited to, custom cross-stitch patterns — without either (1) proof of copyright ownership by the customer, or (2) express written consent from the copyright holder to use the media for such purposes.

Please note that it is the customer's responsibility to obtain from the copyright holder any and all permissions necessary to authorize Digi-Source to reproduce copyrighted media. You are responsible for all expenses incurred as a result of such efforts. Digi-Source's sole responsibility shall be to verify with the customer that customer has obtained such permissions.

We will make every effort to address copyright concerns promptly. However, please note that orders may be delayed as a result of this process.

Indemnity Clause

By submitting any type of media to us, you are representing and warranting that you have the proper authority to authorize us to reproduce that media in accordance with the terms agreed upon between you and Digi-Source, and that you are in fact authorizing us to do so. Further, you agree to hold harmless Digi-Source and its affiliates and representatives from and against all claims, liabilities, and expenses (including attorney's fees) arising out of or related to any actual or alleged infringement or misappropriation of any trademark, copyright, or any other proprietary right of such media.

Digi-Source Products

All products produced by Digi-Source are protected by copyright law and must not be reproduced without our express written consent, except for reproductions of patterns made exclusively for personal use. Additional copies of Digi-Source products are available and may be ordered directly from us.

The stitcheries you create using our pattern products are subject to the following restrictions:

- You may create unlimited quantities of actual stitcheries, whether for personal or commercial use; *and*
- You must not include the pattern itself — including related materials — with any stitchery you distribute.

If you have any further questions regarding copyright issues, please contact the customer service department at service@digi-source.net.



MEDIA IDENTIFICATION FORM

1360 Blue Ridge Overlook
Dawsonville, GA 30534-8012

Visit Us On the Web at <http://www.digi-source.net>

Customer Information

Customer ID (if known): _____

First Name: _____ Last Name: _____

Media Information

Pattern ID: NEW-01

Description of media item: _____

Special processing requests: _____

Pattern ID: NEW-02

Description of media item: _____

Special processing requests: _____

Pattern ID: NEW-03

Description of media item: _____

Special processing requests: _____

Pattern ID: NEW-04

Description of media item: _____

Special processing requests: _____

Pattern ID: NEW-05

Description of media item: _____

Special processing requests: _____

Please print and use the next page if you have additional items.



MEDIA IDENTIFICATION FORM (PAGE 2)

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Customer Information

Customer ID (if known): _____

First Name: _____ Last Name: _____

Media Information

Pattern ID: NEW-06

Description of media item: _____

Special processing requests: _____

Pattern ID: NEW-07

Description of media item: _____

Special processing requests: _____

Pattern ID: NEW-08

Description of media item: _____

Special processing requests: _____

Pattern ID: NEW-09

Description of media item: _____

Special processing requests: _____

Pattern ID: NEW-10

Description of media item: _____

Special processing requests: _____