

**ORDER FORM**

<b>CLIENT:</b>	<b>CONTRACTOR/ PRINTING-HOUSE</b>
	Wydawnictwo Jedność Drukarnia im. A. Półtawskiego ul. Jana Pawła II nr 4, 25-025 Kielce POLAND NIP (TIN) 657-001-14-69 represented by Reverend Leszek Skorupa
<b>NIP (Tax Identification Number – TIN)</b>	Kielce, (date)

**I. The Client orders, and the Contractor/Printing House undertakes to deliver a product with the following parameters:**

<b>1</b>	<b>Reference number:</b>					
<b>2</b>	<b>Title :</b>					
<b>3</b>	<b>ISBN / ISSN :</b>					
<b>4</b>	<b>CN code:</b>					
<b>5</b>	<b>Trimm size of the book block:</b>					
<b>6</b>	<b>Width of the cover flaps :</b>					
<b>7</b>	<b>Number of copies:</b>					
<b>8</b>	<b>Book binding:</b>					
<b>9</b>	<b>Book volume:</b>					
<b>10</b>	<b>Text (interior) paper:</b>					
<b>11</b>	<b>Cover stock:</b>					
<b>12</b>	<b>Endpaper:</b>					
<b>13</b>	<b>Dust jacket paper:</b>					
<b>14</b>	<b>Color scheme of the book interior:</b>					
<b>15</b>	<b>Color scheme of the cover:</b>					
<b>16</b>	<b>Color scheme of the endpapers (front, back)</b>					
<b>17</b>	<b>Color scheme of the dust jacket:</b>					
<b>18</b>	<b>Cover enhancement:</b>					
<b>19</b>	<b>Board thickness in mm:</b>	Book spine	Headband, tailband	Bookmark ribbon		
<b>20</b>	<b>Materials provided by the client:</b>					
<b>21</b>	<b>Additional services:</b>					
<b>22</b>	<b>Packaging:</b>					
<b>23</b>	<b>File submission deadline:</b>	interior	cover	endpapers		
<b>24</b>	<b>Approval of the complete file set:</b>	Date:				
<b>25</b>	<b>Shipping:</b>	Date:	Delivery address:			
<b>26</b>	<b>Transport:</b>	provided by the contractor				
<b>27</b>	<b>Transport costs:</b>	the responsibility of the client				

<b>28</b>	<b>Order remarks:</b>	
<b>29</b>	<b>Delivery location according to the distributor's specification</b>	

## II. Payment terms

<b>1</b>	<b>Net unit price in PLN + VAT</b>	..... PLN + % VAT ( ..... PLN), total: ..... PLN, in words: ..... PLN
<b>2</b>	<b>Payment due date:</b>	within .... days of the shipping date
<b>3</b>	<b>Prepayment in PLN:</b>	..... PLN + % VAT ( ..... PLN), total: ..... PLN, in words: ..... PLN

III. The parties agree that the order will be executed in accordance with the "Technical Requirements" of the A. Półtawski Printing House. The CLIENT undertakes to prepare and deliver the printing materials to the PRINTING HOUSE in compliance with the "Materials Submission Guidelines." Descriptions of the "Technical Requirements" and the "Materials Submission Guidelines" are available on the website <http://www.drukarnia.kielce.pl>.

- a) If the CLIENT fails to deliver the materials within the deadline specified in point 1a), the PRINTING HOUSE shall not be held responsible for any delay in the execution of the contract.
- b) If the CLIENT's "delay" causes an unforeseen stoppage or necessitates overtime work, JEDNOŚĆ/DAP Publishing House shall have the right to demand reimbursement from the CLIENT for the additional costs incurred, as well as the right to postpone the order completion date as stipulated in § 2 of the framework agreement.
- c) In case the materials sent by the CLIENT contain defects or were improperly delivered, the PRINTING HOUSE shall not be responsible for any resulting printing defects.

IV. The PRINTING HOUSE reserves the right to extend the contract completion deadline in the event of circumstances for which the PRINTING HOUSE is not responsible, in particular: a state of natural disaster, earthquake, meteor strike, pandemic, etc. The PRINTING HOUSE will promptly notify the CLIENT of the occurrence of such circumstances.

V. The PRINTING HOUSE's liability for non-performance or improper performance of the order is limited to the losses incurred by the CLIENT, up to an amount not exceeding the net price.

VI. The risk of accidental loss or damage, after the collection deadline has passed, if the CLIENT is obliged to collect, shall be the responsibility of the CLIENT.

VII. The CLIENT is entitled to submit complaints within a non-extendable period of 7 (seven) days from the date of dispatch, in writing. Complaints cover: gross quality defects and quantity shortages exceeding 1.0–1.5% of the print run. Complaints do not suspend payment for the order.

VIII. If the CLIENT supplies paper for printing, the CLIENT is obliged to collect the unused part from the PRINTING HOUSE's home base within 7 (seven) days from the date of dispatch. If the paper is not collected within this period, the CLIENT shall be liable to pay the PRINTING HOUSE storage costs.

IX. The CLIENT declares and warrants to the PRINTING HOUSE that they have sufficient funds to cover the obligations arising from this order.

X. In the event of the CLIENT's presence during the printing process, the CLIENT is required to comply with the PRINTING HOUSE's applicable regulations, rules, and procedures.

XI. The CLIENT declares that they hold full copyright, licensing rights, or industrial property rights to the materials provided to the PRINTING HOUSE, in particular to any works, trademarks, decorative marks, utility models, designs, or other creations contained therein, for which the copyright is held by third parties, and accepts full responsibility for their use by the PRINTING HOUSE in the course of fulfilling the Agreement.

XII. The Parties agree that information regarding publishing plans, technology, printing schedules, agreed prices, and other arrangements related to the execution of this agreement shall constitute trade secrets of both the CLIENT and the PRINTING HOUSE and shall be subject to special protection. In particular, such information may not be disclosed or made available to third parties, except for entitled parties affiliated in any way with the PRINTING HOUSE.

XIII. The PRINTING HOUSE undertakes to maintain the confidentiality of any personal data of third parties provided by the CLIENT and to handle such data in accordance with the provisions of the Personal Data Protection Act of August 29, 1997 (Journal of Laws 2002 No. 101, item 926, consolidated text). The PRINTING HOUSE also agrees to destroy the personal data received upon completion of the contract, regardless of the form in which such data was provided and stored.

XIV. Any disputes arising from this order agreement shall be submitted to the common court having jurisdiction over the registered office of the PRINTING HOUSE.

XV. In matters not regulated by this agreement, the provisions of the Civil Code shall be applied.

..... (place)

..... (date)

.....  
(signature and stamp of the person authorized to place orders )

.....  
(signature and stamp of the person approving the order)