

# MEMORANDUM OF UNDERSTANDING


This Memorandum is between:


(1) Agent (defined below); and

(2) PEPA Marketing Sdn. Bhd. 911781-D (Formerly known as DG Media Hauz Sdn. Bhd.) a Malaysia company whose registered office is at G-04, Lorong Segar Indah 6, Taman Segar Indah, 12300 Butterworth, Penang ("FreeTissue")

<b>Company Name</b> (e.g. Golden Arches Sdn Bhd)				<b>("Agent")</b>
<b>Registration Number</b>				
<b>Business Address</b>				
<b>Contact Person</b>	(Name)			(Mobile)
<b>Phone &amp; Fax</b>	(Phone)			(Fax)
<b>Email</b>				
<b>Business Industry</b> (e.g. Premium Gift / Printing)				

FreeTissue authorize Agent to introduce and promote below FreeTissue product to agent's client and target market.

<b>- EasyPack Tissue</b>					
Advertising Pages	: 2 pages for content insertion.				
Tissue Type	: 6 sheets of 2 Ply virgin pulp facial tissue.				
Product Spec	: Complex film with 4C printing on 2 pages.				
Packaging	: 750 PCS / Carton				
Quantity / PCS	<b>5,000</b>	<b>10,000</b>	<b>20,000</b>	<b>50,000</b>	
Normal Price	RM0.30	RM0.30	RM0.30	RM0.28	

<b>- Card Pocket Tissue</b>					
Advertising Pages	: 6 pages for content insertion.				
Tissue Type	: 6 sheets of 2 Ply virgin pulp facial tissue.				
Product Spec	: Complex film with 4C printing on 6 pages.				
Packaging	: 750 PCS / Carton				
Quantity / PCS	<b>5,000</b>	<b>10,000</b>	<b>20,000</b>	<b>50,000</b>	
Normal Price	RM0.60	RM0.50	RM0.45	RM0.40	

# MEMORANDUM OF UNDERSTANDING

<b>- Wallet Tissue</b>				
Advertising Pages	: 4 pages for content insertion.			
Tissue Type	: 8 sheets of 2 Ply virgin pulp facial tissue.			
Plastic Type	: Matte Varnish / Gloss Varnish			
Product Spec	: Complex film with 4C printing on 4 pages.			
Packaging	: 20 PCS x 39 Packs / Carton (780 PCS)			
Quantity / PCS	<b>5,000</b>	<b>10,000</b>	<b>20,000</b>	<b>50,000</b>
Normal Price	RM0.55	RM0.50	RM0.45	RM0.40



<b>- Cube Box Tissue</b>				
Advertising Pages	: 5 pages for content insertion.			
Tissue Type	: 50 sheets of 2 Ply virgin pulp facial tissue.			
Box Size	: 105 (L) x 105 (W) x 90 (H) mm			
Product Spec	: Complex film with 4C printing on 5 pages.			
Packaging	: 60 Boxes / Carton <i>* Special Order Upon Request</i>			
Quantity / PCS	<b>3,000</b>	<b>5,000</b>	<b>10,000</b>	<b>20,000</b>
Normal Price	RM2.40	RM2.20	RM2.00	RM1.80



## Order Procedure

### Step 1

- Contact us and we will response within 1 working day to answer your enquiry.

### Step 2

- Request for Official Quotation or sample to understand our tissue products.

### Step 3

- Artwork design submit and payment of non-refundable 50% deposit upon order confirmation.  
- Artwork approval from client before bulk production.

### Step 4

- Bulk production.  
- Production lead time take 4 weeks to process, 6 weeks lead time for Cube Box Tissue.  
- Extra 1 week for Singapore Clients and 2 week for East Malaysia Clients.

### Step 5

- 50% balance payment upon delivery.  
- Your client tissue packs are ready and available for distribution.

# MEMORANDUM OF UNDERSTANDING

## Terms & Conditions

### **Production Lead Time**

- EasyPack, Card Pocket Tissue and Wallet Tissue need **4 weeks** upon receipt of P/O and artwork design.
- Cube Box Tissue needs **6 weeks** upon receipt of P/O and artwork design.

### **Design**

- Agent needs to coordinate with client and complete the final artwork for production purpose.
- Artwork must be provided in **Illustrator format**.
- Block charges is waived upon order confirmation. Change of design is charged at RM500 / block.

### **Payment**

- **50% payment** upon order confirmation. **Full payment** prior delivery.

### **Delivery**

- Price quoted **included** delivery charges within **West Malaysia**.
- Delivery charges of East Malaysia vary upon market rate.

### **Quality Control**

- Both product and packaging undergo strict quality control to ensure the highest quality and customers satisfactory are met. However, any defects of the product need to be feedback within 7 days from receiving the goods otherwise satisfaction of goods are considered met.
- Please note that due to the difference between the method of printing (CMYK) and the monitor screen colour resolution (RGB), there will always be a deviation of +/- 15% between the selected colours and the actual colours.

\*We reserve the right to change these terms at any time and will inform via email.

By signing the below column, the parties acknowledge and confirm that they have read and hereby agree to be bound by this Memorandum Of Understanding.

Accepted By Agent:	Accepted By FreeTissue:
<hr/>	<hr/>
(Signature)	(Signature)
Name:	Name:
NRIC No.:	Position:
Position:	Company Stamp:
Company Stamp:	
Date:	Date: