

SZABO SAMPLE
OF
AGENCY OF RECORD LETTER
(Note: To Be Printed on Advertiser Letterhead)

Date

Credit Manager Name
Media Provider Name
Address
City, ST Zip

Dear Mr./Ms. (Credit Manager Last Name):

Please be advised that ADVERTISING AGENCY NAME (hereinafter "AOR") is our agency of record and is authorized by us to purchase on our behalf advertising services, production services, or related services (hereinafter "Services") from MEDIA PROVIDER NAME (hereinafter "Media Provider").

Payment to Media Provider for these Services either by us or our AOR will be made in accordance with the terms and conditions of Media Provider contained in their credit application or found on their website at _____.

Sincerely,

NAME OF ADVERTISER

(Signature)

(Printed Name)

(Title)