

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

Date

Credit Manager Name
Media Company Name
Address
City, ST Zip

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

This is to confirm that we, the undersigned advertiser, have authorized our advertising agency ADVERTISING AGENCY NAME (hereinafter "Agency") to order advertising services, production services, or related services on our behalf, with MEDIA PROVIDER NAME (hereinafter "Media Provider").

Accordingly, payments due for services entered into on our behalf by Agency are hereby guaranteed by us. If, for any reason Agency defaults on its payments subject to your terms, we will forthwith make payment to Media Provider for any and all monies due for services provided by Media Provider on our behalf.

Any disputes that may arise between us and Agency shall not affect our obligations to Media Provider.

The terms and conditions outlined herein shall remain in full force and effect for all future services ordered by Agency which may be provided by Media Provider from time to time on our behalf.

Sincerely,

NAME OF ADVERTISER

(Signature)

(Printed Name)

(Title)