

ABC Charity
56 Long Lane
Leeds
LS15 6YH

5th March 2009

Central Design Printers Ltd
High Street
Rothwell
Leeds
LS23 4 NG

Dear Sir / Madam,

Quarterly Printing of ABC Charity Magazine

Further to our previous conversations and telephone calls and our meeting on 12 December 2008, please find enclosed a CD and printed copy of the ABC Charity Magazine. As we have agreed, the CD contains files exported from Serif Pageplus. This has been saved as a pdf file that you have agreed can be used for the final print process.

I would like to confirm the following details:

- The magazine is to be printed on A4 paper.
- Paper weight is to be 100 gsm, glossy, formatted and stapled into an A4 format magazine.
- Printing is to be full colour CMYK printing process.
- 12,000 copies are required.
- A proof copy is to be delivered to myself at the above address by 17 March 2009.
- I will return the final proofs to you by 24 March 2009 at the latest.
- The final copies will be available for collection by myself on 27 March 2009.

I hope that this clarifies all the details that we have agreed to and I look forward to hearing from you in due course. If you need to get in touch with me for any reason please do not hesitate to contact me. My direct telephone number is 0113 876543 and my email address is mary01@abccharity.co.uk.

Yours faithfully

Mary Smith
Magazine Editor