

Digital Purchase Order Setup Form

Admins (Individuals detailed here do not need to be listed under Users as well)					
Name	Email	Visibility (Own POs, dept. POs all)	Position	Department	Approval Level
Sargent-Disc	dpo_tec@sargent-disc.com	All Departments	Technical Support	IT Department	N/A
Cast and Crew	dpo.support@castandcrew.com	All Departments	Technical Support	Support	N/A
		All Departments			
		All Departments			
Users					
Name	Email	Visibility (Own POs, dept. POs all)	Position	Department	Approval Level

*In order to provide support where needed, Sargent-Disc and Cast & Crew Support admins will be created.



www.sargent-disc.com
sales@sargent-disc.com

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Scan and E-mail sales@sargent-disc.com

Terms and Conditions

Sargent-Disc Ltd cannot be held responsible for the misuse of any information by an approved user of the system. It is the user's responsibility to ensure that they keep passwords confidential and do not leave a computer unattended whilst logged in.

The software provided under this Order Setup Form is governed by the Master Services Agreement between the customer and Sargent-Disc Ltd. (or, if no such agreement has been entered into, the LeBog Terms and Conditions available at <https://www.digitalpurchaseorder.com/terms-and-conditions>), as well as the privacy policies available at <https://www.digitalpurchaseorder.com/privacy-policy-digitalpurchaseorder> ; <https://www.sargent-disc.com/software-privacy-policy/> and <https://www.sargent-disc.com/privacy-policy/>

As Cast & Crew expands our services globally, our support agents located in both North America and Europe will have access to your project and PO books as Admin accounts. We appreciate your business and always strive to better serve you no matter where your productions are located.

Quote

Comments

Data Custodian (this is required to process the set-up, as a backup to the primary production admin/s)*

Name

Position

Email

Signature

Signatures

Date

Authorised by

Position

Email

Signed on behalf of company or production

Signature

Internal use only

Authorised by

Date

Actioned by

Date