

Digital Purchase Order Setup Form

	A Cast & Crew Company
www.sargent-disc.com	
sales@sargent-disc.com	I Dued
-	' Prod

Production

Company **Studio**

Scan and	E-mail sales@sargent-disc.co	Jm

First Name		Licence dates	
Surname		Position	
E-Mail address		Mobile No.	
Address (Please let us know if the		VAT number	
billing details are different)		Post Code	
Country		Shoot Location	
Accounting Software	Accounting Sof	tware Currency Codes*	

*At least one currency code must be provided in order to enable the export for (selected) accounting packages

(Please note that departments can be added by the user at a later time if needed)

		Used & Consumed	
Departments	Expenditure Types	Locations	Languages
			Currencies

Approval Level	Restricted By Department (Y/N) (ie. Only approve with dept.)	Min. Value (eg. Lvl 6 for only £5000 and up)



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	Admins (Individuals detailed here do not n	eed to be listed under Us	ers 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.



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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/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/digitalpurchaseorder; https://www.sargent-disc.com/software-privacy-policy/digit

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 pr	rocess the set-up, as a backup to the primary production a	dmin/s)*
Name	Signature	
Position		
Email		
		Signatures
Date	Signed on behalf of co	Signatures
	Signed on behalf of co	
Date		
Authorised by		
Authorised by		
Authorised by		