

UKOPA/08/0036

Letter from the Chairman of the Infringement Working Group to UKOPA Members

Dear Member

UKOPA SAFETY DVD ORDER

By now you should have received a draft of one of the two safety DVDs that have been created by the UKOPA Infringement Working Group, one specifically tailored to Landowners and the other to Contractors, Utility Companies, Highways Authorities etc.

You also should have received a cost sheet for the DVDs detailing discounted rates depending upon the amounts required. The sheet also states what the costs are inclusive of namely;

- One Version of the film on a DVD
- DVD duplication on a 'single run'
- DVD full colour face print (not personalised)
- Full colour double-sided cover (not personalised)
- Disk insertion into a slim CD case
- Lead times are: under 1000 – 4 working days, over 1000 – 10 working days
- The production company will need to know ahead of the duplication process the number of units each company requires

The last point indicates the need to commit your orders as soon as possible so that distribution is not held up. The UKOPA council have decided that it would be easier for individual members to order their own requirements directly from the production company. There will be a one off charge of £82.50 plus VAT to personalise the inside cover of the DVDs with company logos and contact details. Please liaise directly with the production company on quantities and artwork. The contact is:

Miss Kathryn Clapham
@PR
The Multi Media Exchange
72-80 Corporation Road
Middlesborough
TS1 2RF.

Tel: 01642 866866
Email: Kathryn@atpr.co.uk

If you have any queries please contact either Guy Hemsley or Mike Thomson of the Infringement Working Group on 01442 218846 or 01324 478300 respectively.

Yours sincerely

Tony Gillard

Chairman UKOPA IWG