

MEDIA SENDING FORM

1. Contact information

Company name:
Name and surname:
Phone:
Mobile phone:
E-Mail:
Address:

2. Basic data

Brand:
Model:
Serial number:
Receipt number:

3. General information

Service type:
Special marks:
Media particulars:
Comment:
Limitations:

4. Data information

General directory:
Specific directory:
File type:
Specific applications:
Note:

5. Rights and Regulations

- 5.1 Certification of this document shall mean that Client agrees to the Company's procedure.
- 5.2 In case of data recovery service, Data Solutions shall be obliged to send to the Client a *Diagnosis and Success Evaluation Form* and *Data Recovery Agreement* within 48 hours of media receipt, unless otherwise agreed.
- 5.3 Costs of making *Diagnosis and Success Evaluation* are free of charge.
- 5.4 Data Solutions shall treat delivered data and media in line with the *Data Privacy & Protection Policy*. Data Solutions shall not keep any copy of data whatsoever for more than 15 days of delivery of copied data to the Client.
- 5.5 Data Solutions shall deliver data exclusively to a person or persons authorized under the *Data Recovery Agreement*. When delivering the media, the Client shall present his/her ID document for inspection.
- 5.6 Unless otherwise agreed, if the Client fails to take his/her media within 30 days of receipt of *Diagnosis and Success Evaluation Form* and *Data Recovery Agreement*, such media shall be destroyed.
- 5.7 This Document is made in two counterparts, one for the client, and one for Data Solutions

Client's signature:

L.S.

For Data Solutions