



RELEASE ORDER

| Vendor Details |  | Agency Details |                          | RO Details            |          |  |
|----------------|--|----------------|--------------------------|-----------------------|----------|--|
| Vendor         |  | Agency         |                          |                       | RO No.   |  |
| Address        |  | Address        | <div>Communication</div> | <div>Registered</div> | RO Date  |  |
| State          |  | State          |                          |                       | Est. No. |  |
| GST No.        |  | GST No.        |                          |                       | Client   |  |
| PAN            |  | PAN            |                          |                       | Brand    |  |
|                |  |                |                          |                       | Campaign |  |

| Portal                    | Property | Device | Buying Type | Target Unit | Cost Per Unit | Date From                                 | Date To | Amount (₹) |
|---------------------------|----------|--------|-------------|-------------|---------------|---|---------|------------|
|                           |          |        |             |             |               |   |         |            |
| Net Total (Without Taxes) |          |        |             |             |               |   |         |            |
| IGST @ 18%                |          |        |             |             |               |   |         |            |
| SGST @ 0%                 |          |        |             |             |               |   |         |            |
| Total Taxes               |          |        |             |             |               |   |         |            |
| Total Amount Payable:     |          |        |             |             |               | Total Amount Payable (Net Amount + Taxes) |         |            |

|                                |  |
|--------------------------------|--|
| Remarks / Special Instructions |  |
|--------------------------------|--|

#### Terms & Conditions

1. All payments are based on net spends.
2. The ordered services are subject to our approval.
3. For efficient document processing, please include our Order Number/Est number on all invoices/documents.
4. The delivery/services ordered must align with the terms specified in this Release Order.
5. Payment terms: Payment is due 60 days after the receipt of a correct invoice at the Agency, or 75 days from the end of the activity month, whichever is later.
6. Invoices must be submitted within 7 days of the activity completion date.
7. Invoices received beyond 30 days from the completion of the activity at the address mentioned in point 13 will not be accepted.
8. Include a copy of the release order with the invoice and note the release order number, client name, address, and campaign name on the invoice. Invoices lacking this information will not be accepted.
9. Inform us within 5 days if there are incomplete or incorrect details regarding Name, Address, Phone, or Email ID, for timely processing at [adops@aixak.com](mailto:adops@aixak.com).
10. This Release Order can be canceled or revised at any time without notice if the client requests changes.
11. Bill should be raised in the name of "TENCOM VENTURES PRIVATE LIMITED" as per the GST number and Address provided on the first page of this release order.
12. Mention the GST Number, State, and Address of the Agency as per the RO. Deviations may result in invoice rejection.
13. All invoices must be in a digital format, specifically a non-editable PDF document, digitally signed, and sent electronically to [adops@aixak.com](mailto:adops@aixak.com)
14. Address payment-related queries to [adops@aixak.com](mailto:adops@aixak.com).
15. Digital Release in this RO follows industry-standard Credit Terms and is payable once the client settles payment with the agency. Publishers should accept this RO with a clear understanding. If these conditions are not acceptable, the publisher may disregard this RO and decline the online ad.
16. Confidentiality: You agree to keep all matters concerning this Release Order (RO) and the work confidential. You shall not disclose any details of this project or related information to third parties without our prior consent. Violation of this provision may result in criminal prosecution and contract termination.