

WORLD MUSIC CHARTS EUROPE

a project of the World Music Workshop of the European Broadcasting Union (EBU),
supported by WDR Funkhaus Europa, run by Giftmusic GmbH

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Johannes Theurer
Secretary of the WMCE panel

to whom it may concern

Berlin, January 2012

Ref.: offer to mail CDs to the WMCE panel, saving money & effort.

Dear record label,
distributor,
CD promoter or
recording artist

For only 50,00 € (incl. VAT) we can offer a service which will ensure that your CD/s will reach all world music radio broadcasters in the World Music Charts Europe jury (currently 49 participants from 24 European countries). We can bag and mail your CDs.

And it is very convenient for you. It goes like this:

1. Send an e-mail to service@wmce.eu, telling us about your wish to include a CD in the WMCE mailing.
2. Prepare the CDs: *digipacks* are okay but *jewel cases* are not okay (put the CDs and booklets in envelopes or plastic envelopes instead). If you want to send info-sheets, send us 49 copies (best in English, two pages max.).
3. Send parcel with all CDs and info copies to
Johannes Theurer
RBB – Funkhaus Europa
Masurenallee 8-14
D – 14057 Berlin
Germany

Remark if you are mailing from overseas: make sure to mind customs regulations by including pro forma invoice with value below 21,00 €. Please state on the customs document "Informationsträger zur unentgeltlichen Weitergabe" (meaning: information material to be distributed without being sold).

4. Transfer the amount of 50,00 € per release (as a contribution towards expenses) to the account of Giftmusic GmbH.(in Germany: Kto-Nr. 6101719002, BLZ 10120100, Bank: Weberbank AG // international: IBAN: DE41101201006101719002, BIC: WELADED1WBB. Or you may use Paypal (ask for our Paypal account).
5. Your CDs will be mailed with the next WMCE panel mailing, usually close to the end of each month (for example Jan 27, Feb 23, Mar 26, Apr 24...). Usually 4 to 14 CD/s are sent per month. Your CD will be in one envelope with the monthly updated charts information that is mailed to all panel members only.

Thank you very much for supporting the WMCE mailing service!
Best regards

Johannes Theurer