



## Membership Guide



*Be a part of the  
World's foremost  
global alliance of  
leading edge  
companies in the  
printing, visual  
communications and  
graphic art industries*



Working  
Together to  
Create a  
Networked  
International  
Community  
of Successful  
Businesses

# The Benefits of being an IPN Member

## THE IPN IS A PREMIUM VALUE ADDED ORGANIZATION

here is what some of our members say:

*"we are now considered an International company with a real global presence"*

*"joining the IPN has achieved the single largest return on any investment we have ever made"*

*"It's moved our company onto a totally different level"*

*"We have saved tens of thousands of pounds alone from the technical advice we have received"*

*"I have never been associated with such an enthusiastic, knowledgeable and successful group before, it's great"*

*"I got enough from the very first contract by being an IPN member to cover my membership for the next 10 years"*

*"It's given us the impetus to achieve much more than we possibly could have done alone"*

*"The IPN has given me the opportunity to travel and see places that I would never otherwise have seen"*

*"My technical team who often come with me, see this as a major incentive for staying with my company"*

*"I have good close friends from all over the world with whom I share strategy and ideas"*

*"Having the IPN membership for my area, gives me the chance to go into customers who would never have seen me before I joined the IPN"*

The International Printers  
Network Limited

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# Thank you



*From Left: Brian Hibbitt,  
Bill Turner & Roger Gimbel*

## for showing interest in **The IPN**

**The IPN** community is made up of member companies who actively participate in an exclusive worldwide forum of industry professionals that are willing to share expertise, experience and critical business knowledge. Our members exchange significant amounts of profitable work and contracts with each other every year.

The IPN is greatly respected within the industry, not only by the major suppliers but also by many of the leading corporations from around the world. The influence associated with being an IPN member can provide cost savings in negotiating supply and equipment contracts. This same influence has in the past also helped members resolve equipment and performance disputes. In addition the IPN often gets exclusive information and presentations from the major suppliers so giving IPN members a genuine insight into the future direction of the industry.

IPN members enjoy the use of the prestigious and internationally recognised IPN International Business logo. This image of a company with global access provides each member with invaluable marketing strength and competitive advantage.

Many of the IPN members have produced world-class solutions, which are often shared with other IPN members so creating competitive advantages for each IPN member in their own marketplace. Sharing marketing collaterals also gives members a real benefit in terms of savings made on having to produce these totally themselves.

The IPN has been meeting for over ten years and the friendship and understanding that has been built up and exists between these leading international companies is unmatched anywhere else in the market place. New members soon become part of the IPN family and we hope that this information will encourage you to pursue an application for membership.

You should find all the information you need in this document. Please take the time to read through this and if you have any questions please do not hesitate to get in touch with us or any member of the board.

Brian Hibbitt  
*Treasurer*

Bill Turner  
*Membership Director*

Roger Gimbel  
*Chairman*



# What is The IPN?

The original concept of the organisation was to provide the means for independent medium sized printing companies to compete in the global marketplace, but over the years, the International Printers Network has now come to represent leading edge companies who do far more than just printing.

## **What is the purpose of the IPN?**

To help make its members more successful by developing International business and establishing strong International relationships.

## **How long has the IPN been in existence?**

It was established as an unincorporated association in 1993, although some members of the IPN had started doing business together as early as 1989. It was converted to a UK registered limited company in 2003.

## **How many members do you have?**

We have over 40 members at present spread across the globe. It is our intention is to grow to around 100 members. We believe that for any growth beyond this it would be difficult for us to build the type of relationships we need to be successful and maintain our focus.

## **Why do companies join the IPN?**

Just some of the main reasons are:

- Because they want to build International business for their own organisations.
- They want to gain knowledge from the worlds leading experts by sharing technology and information.
- For the International recognition and prestige of being part of the IPN.
- They enjoy being part of an International community.
- Leverage the benefits from being part of a substantial group.
- Recognition by the main suppliers to our industry.
- Networking with non-competitive peers that they can share ideas with.

## **Why is membership so reasonably priced considering the benefits?**

The IPN is a non-profit making organisation and all revenues are spent for the benefit of members. We want to encourage organisations to join and getting value is always of primary concern in the initial part of forming a relationship. It must be understood that in addition to the membership dues there is a significant financial commitment in attending meetings.

## **How much commitment is required?**

The IPN is built on global friendship and only those organizations that are prepared to spend the time and money developing this relationship will be successful. There are a minimum of two meetings a year to be attended, plus the time needed to actually do the business. As an organization made up of CEO's, Owners and Senior Managers there needs to be a significant commitment in place to be taken seriously.

## **How do we communicate?**

Apart from our own web portal there is a secure intranet in place which is used for communication, problem solving, and data transfer. In addition there are two full members meetings held every year which are a major forum for the exchange of knowledge and for the cementing of our global friendship.

## **Who attends the meetings?**

Membership of the IPN is vested in the CEO or owner of a business and it is his or her responsibility to either attend or nominate a substitute with appropriate authority to attend. For continuity and to maximise the benefits to the company it is best to have at least one person who regularly attends. Other senior company members are also encouraged to attend to benefit from specific agenda topics.

## **How many meetings have there been?**

In total there have been 35 full member conference meetings and a host of further smaller meetings for the exchange of specialist knowledge, customer presentations and exhibitions.

## **Where are meetings held?**

These have been held all over the world visiting some countries a number of times. Locations have included the USA, China, South Africa, Canada, Iceland, Sweden, France, Belgium, UK, Holland, Germany, Hong Kong, Norway, Denmark and Japan. Sometimes these are allied to international printing events such as DRUPA to minimise members' travel costs, some are held close to a member company to enable plant visits, some are held at major manufacturers premises where they may have sponsored the meeting and others are held in areas where we are not already represented to promote the concept of IPN.

### **What is a typical meeting like?**

The IPN meetings are friendly occasions. Having a group that has known each other for more than a decade means that the ice is broken in seconds and we can get down to business quickly and efficiently. New members always feel welcome and without exception they say that they feel part of a group of friends almost immediately.

The agenda is always focussed on helping members to be more successful. There are real live case studies (good and bad) to learn from other members. We have break out sessions that address the five main pillars of our strategy, with planning, reporting and brainstorming featuring very heavily. There are nearly always presentations of a technical and sales nature, learning things that we can take back to our companies and make good use of. We openly discuss industry trends and current business topics.

Some meetings have been sponsored by major international suppliers and there are usually presentations by specialist guest speakers.

Many companies bring members of their own technical or sales teams to the meetings to aid in the exchange and understanding of information and there is an active technical sub-group that concentrates on detailed production issues and developing technologies.

And of course we are also there to enjoy and to help build up the global friendship that is an integral part of the IPN. Visiting special places of interest in the country we are in, seeing the sites and experiencing everything to the full.

Minutes are kept of all meetings and distributed electronically within days of completing a meeting.

### **Do members ever leave?**

Less than 1 in 10 companies have ever left the organisation, although inevitably some individuals have dropped out because of personal or financial situations that are nothing to do with IPN. The reason members stay is that after a few years of being an active member they do not want to give up the accrued value and benefits of membership, the significant savings they can make by discussing equipment and pricing and having access to senior people in other companies who can help them avoid costly mistakes and pitfalls.

### **How is the IPN managed?**

The IPN is run by a democratically elected board of ten directors who represent many different countries and parts of the industry. There is an established code of practice and set of rules which all members must abide by. The Chairman is currently based in New York City and the IPN is administered from the UK by the company secretary who was the original founding chairman of the organization.

The board members are responsible for the five key pillars of the IPN strategy which are:

- Worldwide Coverage
- Tangible Benefits for Members
- Global Communication & Networking
- Building Strong Personal Relationships
- Creating Financial Strength for Members and the IPN

### **How much business is done between member companies?**

Overall group business has exceeded a billion dollars, but like all organisations the more you put in the more you benefit. Some companies have developed large regular contracts on the back of IPN. Some companies have obtained work simply out of the international credibility that membership of the IPN provides. Some have found that IPN provides the platform for major one-off projects which they could not otherwise have accomplished.

All members however are unanimous, that their businesses have benefited from membership.

### **How much will it cost?**

As the administration of the company is UK based all fees and charges are invoiced in GBP and members are encouraged to settle these by direct bank to bank transfer. There is an initial joining fee of £5000 which also covers the first full year of membership. The cost in subsequent years is £2500 pa.

No charges are made for attendance at meetings but members are responsible for their personal travel and accommodation costs.

### **What do I need to do to become a member and get involved in International business?**

Complete the membership application form. Enclose it with a covering letter stating why you would like to become a member of the IPN together with as much supporting information about your organisation as you can (brochures, website address, CD's, multi-media, etc). You will then be contacted and we will make arrangements to progress your application.

# IPN Membership Criteria

The aim of the IPN is to establish a balanced group of independent companies and to ensure that each contract undertaken between members has the personal commitment of one of the senior executives within the company.

In order to achieve these goals, the following conditions are laid down for membership:

1. A member company must have someone in **executive authority** within the company who is willing to make a **personal commitment** to IPN, and who is willing to attend two meetings per year. This executive authority may be the Chairman, Chief Executive Officer, Executive Director or majority shareholder. **Corporate membership is not permitted** - it is the individual with executive authority within the company who is the member of the IPN on behalf of his company which, during his membership, will be a **member company**.
2. A member company must be a printer capable of taking its own autonomous decisions, or else a company within a complementary market (for example, translation, technical communication, advertising.)
3. A member company must have a minimum yearly sales revenue **in excess of £1,000,000**
4. A member company must meet a **minimum level of technical and printing requirements**. These include, *inter alia*, the expertise to receive and work with source files, to work with the latest software products used in the industry (as determined from time to time by the Board of Directors of IPN), to accept internal and external transmission and to have digital output capability in black and white and/or colour. In addition, the member company must have the ability to produce equal or like quality documents to those currently being produced by the existing member companies.
5. Members must be willing to uphold the **spirit of the IPN** and the Rules. It is each members' responsibility to procure that his company complies with the Rules.

## MEMBERSHIP RESPONSIBILITIES

1. All member companies agree to uphold the spirit of the IPN, an organisation that depends upon **total mutual trust** and open exchange of ideas and experience between all its members.
2. Member companies agree to commit to providing the **highest quality service** to their own customers and to the customers of other member companies.
3. Member companies agree to maintain the **highest level of integrity** in interactions with other members. Members agree to comply with IPN's Memorandum of Association, Articles of Association, Code of Practice and the Rules, any breach of which could result in forfeiture of membership dues and immediate cancellation of membership by the Board of Directors, whose decision will be binding and final.
4. Member companies agree to participate in IPN's intranet and agree to promptly respond to IPN requests for information of any kind. Member companies agree to keep their company details up to date on the IPN web-page.
5. Member companies agree to use the IPN logo on company brochures, literature, business cards, letterheads and signage.
6. Member companies are encouraged to have technical staff participate in meetings and/or an annual project.
7. In areas of limited technologies, member companies agree to commit to the most available "state of the art" technology for communications and file transfer to support the other members.
8. Each member is responsible for providing that his company fulfils its obligations under the Rules.
9. **Attendance** by the member at IPN meetings is an **integral part of membership**. Each member must make every effort to attend the meetings on a regular basis, in particular the Annual General Meeting (usually held in October each year). If a member is not able to attend in person, such member may appoint a substitute to attend in their place. Except as expressly provided otherwise in the Articles of Association the substitute (or sometimes referred to as a "proxy") shall not have a vote.

## MEMBERSHIP BENEFITS

1. Member companies participate in an exclusive worldwide forum of executives that are willing to share experience and critical business knowledge.
2. Member companies participate in an IPN intranet that can be accessed to solve technical and business challenges in an expeditious manner.
3. IPN members are respected by many of the major suppliers in our industry, and members have direct access to top decision makers.
4. The influence associated with being an IPN member can provide cost savings in negotiating supply contracts and resolving equipment performance disputes.
5. IPN members enjoy the unlimited use of the prestigious and internationally recognised IPN logo. This image of a company with global access provides each member with an invaluable marketing strength and competitive advantage
6. Each member has the opportunity to expand to service the global marketplace.

## MEMBERSHIP APPLICATION PROCESS

### Standard application procedure

1. Fill out IPN Membership Application and send it to your IPN Sponsor. If there is no Sponsor, the membership application should be sent directly to the **Chairman of the Membership Committee**. The Membership Committee will then appoint a Sponsor. A prospective member company must be **sponsored** by a current member.
2. The Sponsor will send the completed application to the Membership Chairman, who will send a copy to all members of the Membership Committee.
3. The Membership Committee will review the application within two weeks of receipt of the application and will decide whether or not to nominate the candidate for **associate membership**. Comments regarding the applicant will be sent to the Membership Chairman, with a copy to the Sponsor.
4. The Membership Committee member that is **geographically closest** to the Sponsor and the applicant will contact the applicant for any additional information and/or to

inform the candidate that they have been invited to attend the next IPN general meeting of the members, and make a **presentation to all members** in support of their application for associate membership.

5. If the candidate is invited by the Membership Committee to present at the next general meeting of the members at least one executive from the Company must attend. The executive will make a twenty-minute presentation, including a company overview, financial status and outlook, and their view of being an IPN member. This will be followed ten minutes of questions and answers.
6. Following the presentation all members present at the meeting will vote on the application. If the vote is positive, the candidate will be granted associate membership. The candidate will be notified of the result of the vote within fifteen days.
7. Associate members will pay a **£5000 joining fee**, due upon acceptance of associate membership, plus an **annual subscription fee (currently £2,500)** due on acceptance into full membership. Associate members will be asked to supply additional information required for the member database. Any banking / exchange charges in relation to the payment of these fees are to be met by the associate member / member.
8. The associate member must attend the next three IPN meetings. At the fourth meeting, the member companies present will vote on whether or not to take the associate member into full membership. If following a positive membership vote the associate members elects not to take up full membership, no fees will be refunded.
9. At the discretion of the Board of Directors, the Company may pay commissions or offer discounts on membership fees in consequence of members or associate members carrying out revenue generating activities. Such commissions or discounts will be at the discretion of the Board of Directors.
10. **Fast-track application procedure** - A prospective member may approach the Chairman of the Membership Committee and request that he be granted the right to make use of the fast-track procedure. At the absolute discretion of the Membership Committee, an applicant may be granted immediate associate membership. The joining fee shall be immediately payable. Such associate membership will subject to the associate membership being confirmed by the existing members at the next general meeting (as per Rules 5 and 6 above). If the approval is not obtained, the full joining fee shall be returned. If the approval is obtained, Rule 8 shall apply as above. In the event that an associate membership is approved under the fast-track procedure, but the prospective member elects not to take up the associate membership, the joining fee will be forfeited to IPN.

## 11. Definitions

**Sponsor** - An existing Member who is able to give a reference in respect of a prospective new member.

**Membership Committee** - A sub-committee of the members whose function is to assess membership applications.

**Chairman of the Membership Committee** - The IPN Board Director with responsibility for membership.

## IPN CODE OF PRACTICE

1. **General** - In accepting membership, members agree to abide by the Code of Practice Rules and any breach of the Code of Practice Rules or any unethical practice may render a member liable to immediate cancellation of membership.
2. **IPN as a facilitator not a principal contracting party**
  - (a) The function of IPN is to act as a facilitator in the field of international printing. **It is not, and will not be, a principal contractor**. Any attempt by any member company to portray IPN as a contracting party to any printing contract shall, at the direction of the Board of Directors, be a fundamental breach of the Rules.
  - (b) All contracts between Partners shall be negotiated on an arms length basis, and adherence to this Code of Practice shall be a condition of contract.
3. **Currency** - Currency prices quoted between Partners shall be in the currency of the producing company. Any currency risk will be borne by the Supplier.
4. **Confidentiality** - It is likely that information of a sensitive or confidential nature may be exchanged in order for two Partners to work together on a project. Partners agree that this information will not be used directly or indirectly for any purpose other than producing the job in question.
5. **Customers** - No Supplier's customers will be approached by another Partner or their subcontractor during or after the job, without prior permission of the Supplier.
6. **Staff** - Partners agree not to entice away any of each other's employees or sales representatives on the basis of information gained while working together.
7. **Pricing** - Pricing and subsequent invoicing of any work to a customer shall be the sole prerogative of the Supplier, unless otherwise agreed.
8. **Technical Compatibility** - It is the responsibility of the two Partners trading together to ensure technical compatibility and to arrange for the exchange of necessary technical information. This information is to remain confidential and not to be used for any other purpose.
9. **Subcontracting** - No work shall be sub-contracted by a Partner without the express permission of the Supplier. When subcontracting is mutually agreed, the Partner subcontracting the work remains responsible to ensure that all aspects of the Code of Practice are honoured.
10. **Resolution of Disputes** - Without prejudice to their respective legal rights, in the event of a dispute arising between two Partners that they are unable to resolve themselves, the dispute will be settled by the Board of Directors whose decision will be final and binding on both parties.
11. **Language** - The official language of IPN is **English**. All documentation produced by the Board of Directors of IPN in connection with the management and administration (including membership) of IPN shall be in English only.
12. **Definitions**

**Partner** - A member company of the International Printers Network.

**Supplier** - The Partner that receives the original order from his customer and who may then subcontract part of that order to a Partner in another location.



# Membership Application

If you think you measure up to the high standards of IPN please complete this form or download the digital version from [www.ipnglobal.com](http://www.ipnglobal.com)

- 1 Company Name: \_\_\_\_\_
- 2 Name of Applicant: \_\_\_\_\_
- 3 Position within Company: \_\_\_\_\_
- 4 Address: \_\_\_\_\_  
\_\_\_\_\_
- Zip/Postcode: \_\_\_\_\_ Country: \_\_\_\_\_
- 5 Tel: \_\_\_\_\_ 6 Fax: \_\_\_\_\_
- 7 E-mail: \_\_\_\_\_ 8 Website: \_\_\_\_\_
- 9 Annual turnover for the last 3 years, identifying year-end: \_\_\_\_\_
- 10 Parent Company (if applicable): \_\_\_\_\_
- 11 Subsidiaries and locations (if applicable): \_\_\_\_\_  
\_\_\_\_\_
- 12 All major shareholders with more than 10% of equity: \_\_\_\_\_  
\_\_\_\_\_
- 13 List of membership of any trade organisation or groups: \_\_\_\_\_  
\_\_\_\_\_
- 14 List of any other trading or sales locations: \_\_\_\_\_  
\_\_\_\_\_
- 15 How long as the business being trading: \_\_\_\_\_
- 16 What markets are you currently operating in and state whether you are currently working for any multinational customers: \_\_\_\_\_  
\_\_\_\_\_
- 17 List any existing experience in any international projects: \_\_\_\_\_  
\_\_\_\_\_
- 18 List any experience you have in relation to work produced in other languages other than your own: \_\_\_\_\_  
\_\_\_\_\_

Continued overleaf





# Membership Application

*Continued*

**19** Supply an up to date plant list, including details of computer networks and software packages currently being used:

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**20** List any special skills or products in which you have special expertise: \_\_\_\_\_

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**21** Have you been in contact with or do you know any existing IPN member(s)? \_\_\_\_\_

**22** Describe hours of operation and capacity levels: \_\_\_\_\_

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**23** Is there any other information which is relevant to your application:

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Please supply your corporate literature (printed or digital fomats) with your application.

Declaration:

I, \_\_\_\_\_, being \_\_\_\_\_ of \_\_\_\_\_  
(name) (position) (company)

wish to become a member of The International Printers Network Limited, subject to the provisions of the Memorandum and Articles of Association of the Company, the Code of Practice and the Rules ("the Constitutional Documents"). I agree to pay to the Company an amount of up to £1 if the Company is wound-up while I am a member or for up to 12 months after I have left the Company. I agree also to be bound by the Constitutional Documents of the Company whilst I am an associate member. I accept that my application for membership will be dealt with in accordance with the Rules. As the authorised officer of my company, I understand that IPN will not be a principal contracting party to any printing contracts of which my company may be a party, and on behalf of my company, I waive any and all rights (past, present and future) to bring any claim of any nature against IPN in relation to any such contracts.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Please forward your completed application by post to your sponsor (or to the IPN office, addressed to the Chairman of the Membership Committee, if you have no sponsor):

**The International Printers Network Limited**

**Registered Office: Priors Lodge, 3 Priors Wood, Crowthorne, Berkshire RG45 6BZ, UK**

Tel: +44 (0) 1344 777010 Email: info@ipnglobal.com

