

## **Ordering a Programme from the CBA International Programme Bank**

Step 1) If you have not already done so, sign up to the Bank's [Terms & Conditions](#) of use.

Step 2) Select a programme from the International Programme Bank Catalogue.

Step 3) The CBA will provide details of that programme's availability and technical data to verify whether it matches your requirements as a broadcaster.

Step 4) Request a VHS viewing cassette of the programme.

Step 5) The CBA will send you a [Programme Acquisition Deal Memo](#) form and will negotiate with you on licence period, number of transmissions etc.

Step 6) On signature of the Deal Memo, materials will be shipped to you on loan for broadcast.

Step 7) The CBA will contact you to arrange the on-shipment of the master to another broadcaster or its return to the CBA.

The CBA reserves the right to alter this guide without notice. For latest information visit:  
[www.cba.org.uk/progbank/](http://www.cba.org.uk/progbank/)