

VIDEO PRODUCTS PROCEDURES



- 1/ First we consult on the phone and come up with a quote based on your stated requirements.
- 2/ If you like the quote then an advance payment of 25% of the quoted price allows us to start working. If you don't like the plan we'll try to come up with a better one at least once.
- 3/ If changes are required to the accepted plan you'll get written notice of the costs involved (plus or minus) and be asked to confirm your acceptance by initialing and returning the change document.
- 4/ A watermarked version of the project will be offered (time allowing) for your evaluation because it's the only way to really show you how it will look.
- 5/ Then we'll make the changes you requested after seeing the final watermarked version.
- 6/ Acceptance of the changes made in step 5 will trigger the creation of the final version. Payment of the remaining 75% of the quote (plus or minus intermediary changes in #3) to be made at time of delivery.
- 7/ Changes requested after date of final delivery are considered to be separate from the original project and are subject to full payment on delivery. (Otherwise things could go on forever)

OTHER NOTES

- 1/ We don't use any music or visuals (from any source) for which we do not own the rights because we hate getting nasty lawyer notes.
- 2/ If you want us to shoot away from property you control we'll need a contact person to get permission from because we hate nasty guard dogs.
- 3/ If you want someone to be recognizably on camera they need to sign a permission document because people change their minds.
- 4/ If you change your mind about the whole thing we are only required to return any advanced money we haven't already spent on your behalf.
- 5/ If our crew gets hit by a bus or something, and we can't continue, EBV is only liable for the return of any money you advanced us.
- 6/ If you want all of the raw materials we created for your project they are yours. Just ask for them and provide the necessary hard drives or trunk space required. We need to know this before the final delivery date.
- 7/ If our project turns out really great (as opposed to our normal high level of greatness) we reserve the right to show it to other people to drum up more business unless we have previously agreed otherwise .
- 8/ If you want to use the final project for something other than its' original purpose just let us know so we can make sure that all of the clearances we previously obtained will still work. (And because we love to hear about happy customers)

Signed This _____ Day of _____ 20____ At _____

For _____ Name _____

Title _____

For Effective Business Video _____

Title _____

Quotation Reference Number _____ Date _____