



Because Every Image Tells A Story

THIS AGREEMENT IS BETWEEN THE CLIENT, \_\_\_\_\_ AND  
"VIDEO MEMORIES", DATED \_\_\_\_\_.

THE NAME OF THE PROJECT IS ENTITLED \_\_\_\_\_

THE OCCASION FOR THE DVD IS \_\_\_\_\_

THE DUE DATE FOR THE PROJECT IS \_\_\_\_\_

THE PROJECT ESTIMATE IS. \_\_\_\_\_

THE NAME OF THE PERSON THE VIDEO IS FOR \_\_\_\_\_

THE DATE OF THE OCCASION IS \_\_\_\_\_

## TERMS AND CONDITIONS

- 1.) Video Memories will take your digital media and edit with music, graphics and effects. The materials given must already be in digital format and readable by a Macintosh computer. JPEG and TIFF are fine, as are Quick Time Movies. Converting materials to a compatible format will be charged hourly.
- 2.) If photographs need scanning, it will be at the rate of \$75.00 per hour. (approximately 75-100 pictures can be scanned in 1 hour.
- 3.) A 50% deposit is due prior to the start of edit. Incremental invoices will be sent for projects lasting more than a week. Payment of outstanding invoices must be paid prior to delivery of final DVD. Balance is due upon delivery of DVD.
- 4.) 1 DVD comes standard with each order. Additional copies are \$15.00 or \$10.00 depending on casing the client chooses.
- 5.) "Video Memories" will make one complete edit of the project independently, based on an initial creative discussion with the client. Once the first cut is complete, the client will be able to screen the project, and then request any fixes or changes in writing. 1/2 hour of fixes are complimentary. Additional fixes are \$100 per hour. \_\_\_\_\_ (initial here)
- 6.) Client agrees to screen the video and deliver fix notes to "Video Memories" within 3 days of delivery. \_\_\_\_\_ (initial here) Delivery of a screener is usually electronic via "drop box" or screened in "Video Memories's" office. If a DVD screener is required, outstanding balance is due at time of DVD delivery. Fixes are completed in one edit session. Client must provide the entire

list of fix notes prior to the “fix edit”. Omissions or additions can be completed at a later time, however, they will not fall under the complimentary fix clause. Additional notes will be addressed at \$100 per hour. Client will be notified as to when the fix will take place so they can prepare properly for the “fix edit”. \_\_\_\_\_(initial here)

6.5) Once a project is locked, and delivered, edit fixes are billed with a :30 minute minimum.

7.) Clients may request a collaborative edit session, however flat rate packages will incur additional hourly charges of \$35.00 per hour in addition to the quoted package price. If you are paying hourly, it will be \$100 per hour, and keep in mind time flies when you’re editing and enjoying the process.

8.) Photo montages are priced on a per picture basis, or flat rate package. If video is added, additional hourly charges are estimated based on your specific situation [the format of the video, how the materials are logged, how you want the video incorporated (sound up or montage) etc.]. The hourly charge is \$100.00, and estimated to take \_\_\_\_\_ hours.

9.) If you are working on an hourly quote, you will be given updates as to how much time has been spent on your project.

10.) Any special agreement per consultation is listed here:

\_\_\_\_\_

11.) All materials must be provided prior to the start of edit unless directly specified and agreed upon ahead of time. Additional materials provided after the start of edit will be accepted, however they will incur the hourly charge in addition to your original estimate. Adding materials later may require re-doing a finished section and it’s likely your video will cost more than the original estimate. \_\_\_\_\_ (initial here)

12.) Video Memories” is creating this video for your home personal use. I understand the project is not licensed for broadcast; including internet, TV, or public exhibition. I will not sell or broadcast this production. \_\_\_\_\_ (initial here)

13.) I agree/ do not agree to allow “Video Memories” to use clips from my video for promotional purposes as well as on the “Video Memories” website .

14.) Please write end credit information

here: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15.) I have read, understand,

and agree to the terms of this project. \_\_\_\_\_

[www.videomemories.tv](http://www.videomemories.tv)  
[marci@videomemories.tv](mailto:marci@videomemories.tv)  
(310)990-4120

Signature / Date