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 www.bitconproductions.com

bitcon
 productions
 inc.



date of event: _____

Name _____	Name _____
Home Address _____	Home Address _____
Home# _____	Home# _____
Work# _____	Work# _____
Cell# _____	Cell# _____
Email _____	Email _____

Videographer report to _____ Address _____ Date/Time _____

Videographer report to _____ Address _____ Date/Time _____

Videographer report to _____ Address _____ Date/Time _____

_____ End time

Baby Pictures _____ Honeymoon _____
 Recap Montage _____ Pictures _____
 Add Camera _____ DVD _____
 Iso Camera _____ Blu-ray _____
 Brides Home _____ High-def _____

NOTES:

PAYMENT TERMS
 Deposit _____
 One week prior/Wedding night _____
 Final payment (pick-up) _____

DESCRIPTION	AMOUNT
Video services	
Additional Camera	
O.T. @\$ per hour	
Total fee	
Sales tax	
Total with tax	
Deposit	
Balance due	

If there are any changes in the schedule notify us immediately.
 Deposits are nonrefundable.
 We suggest you call the studio one week before your event to confirm all arrangements.

No verbal commitments were made to me other than what is written on this order.

This contract is subject to terms and conditions on page 2 and is accepted by:

Client _____ Date _____
 Client _____ Date _____
 Studio _____ Date _____

STUDIO USE ONLY
 Sales _____
 Ref by _____
 Photographer _____
 Videographer _____

EDITING TERMS AND CONDITIONS

The following terms and conditions set forth below are an integral part of the order set forth on the first page and are binding on all parties. Once agreed to, this contract cannot be canceled.

1. **CONTRACT DEFINITION:** As used in this contract, Client represents that he/she is eighteen years of age or older and includes all parties who have signed this contract on behalf of him/herself or as a representative of parties for whom video services are to be rendered.

2. **TIME LIMITATIONS:** The fees stated on the Studio's price sheet cover a maximum of 9 hours for a Plan 3, 10 hours for a Plan 2, or 11 hours for a Plan 1. Reception coverage will not exceed 5 hours including cocktail hour. If the Client requires additional coverage, an overtime fee of \$150 per hour will be added to the total fee. All arrival and departure times must be finalized no less than one month before the wedding.

3. **PHOTO SESSION COVERAGE:** If the Client participates in a formal photo session at any location other than the ceremony or reception location, the videographer will videotape it given the following conditions:

- The photo session takes place within the time constraints described in Item 2.
- The Client provides the Studio with directions to the photo session location no less than one week before the wedding.
- The time and location of the photo session does not conflict with any other part of the videographer's schedule (i.e. church set up, cocktail hour, etc.)

4. **CLIENT SELECTIONS:** Client agrees to deliver music and photo selections within FOUR weeks of the event. Pictures are limited to 15 per segment (i.e. "Baby Pictures, "Honeymoon Pictures") and must be numbered if a specific order is desired. All music should be provided on a CD. If Client fails to deliver photos and music within the time limit specified, Studio reserves the right to use its own selections of music and edit the video without pictures.

5. **EDITING:** The video will be edited within 4 months of the time when all materials needed for editing are received by the Studio including the EDIT DECISION LIST, MUSIC SELECTION SHEET and Client Selections (see above). If Client does not provide music and photograph selections within six months after the event, a 10% storage fee will be charged for each 6 month period that the studio holds the unedited footage. If Client does not provide editing materials within twelve months after the event, the Studio is in no way responsible for the master tapes and reserves the right to make this contract null and void.

6. **RE-EDITS:** Upon completion of the final edited video, any change whatsoever will be considered a re-edit. Below is a list of some considered re-edits. All are examples of re-edits, but does not set a limit.

- Any changes in music selection including the addition or removal of a music selection, placement of a music selection, or length of a music selection.
- Changes that include the addition or removal of a special effect such as a transition, filter, or color effect.
- Changes that include the addition, removal, or change of length of a specified segment of video footage.
- Changes to the spelling of titles or credits that were misspelled by Client.
- Addition or removal of name(s) in the credits or titles that were originally not used by Client.

7. **FEES FOR RE-EDITS:** Should you decide to make a re-edit, you will be billed by the Studio at a rate of \$150 per hour for the change with a minimum of one hour charged. There will be no exceptions.

8. **STUDIO RE-EDITS:** Any re-edits that are necessary due to negligence of the Studio are considered Studio re-edits. The Studio must be contacted within 72 hours once the final video is received. The Studio will not be held responsible for making changes once the 72 hour period has expired. **THE STUDIO IS ALSO NOT RESPONSIBLE FOR RE-EDITS IN VIDEOS THAT HAVE NOT BEEN PICKED UP WITHIN ONE WEEK OF THE CLIENT BEING NOTIFIED OF THEIR COMPLETION.** Upon notification of a necessary change, the Studio will make said changes promptly and have the revised videos available to the Client in no more than three weeks.

9. **PAYMENT:** Client is responsible for three payments: a deposit, a payment the week of, or day of the wedding, and the final balance when the Client picks up the completed video at the Studio.

10. **SHIPPING:** Studio recommends that Clients pick up their videos. For out of state Clients or Clients who prefer a video to be shipped via Fed-Ex, there will be a \$25.00 shipping fee added.

11. Client agrees that video footage is the property of Bitcon Productions and may be used for marketing purposes.

Client hereby acknowledges receipt of a copy of this contract.

SIGNED _____

DATE _____