

LETTER OF AGREEMENT



Company			
Street Address	City	State	Zip Code
Project Contact	Phone Number	Cellular Number	
Email Address 1	Email Address 2		
Website			

PROJECT TITLE												
PROJECT INTENTION												
PROJECT FORMAT												
	DVD		VIDEO		POWERPOINT		FLASH		MULTIMEDIA		TRANSFERS	
PROJECT MATERIALS TO BE SUBMITTED												
1												
2												
3												
4												
5												
Studio Rates - \$75.00 hr			Location Rates - \$95.00 hr				Additional Rates					
	Consult: Phone-Email-Mail			Location Consultation				Royalty Free Music / SFX				
	Scripting, Proofing, Formatting			Location Previewing / Screening				Royalty Free Photography				
	Sound Booth Recording			Location Research / Preparation				Royalty Free Video				
	Mixing, Editing, Transferring			Location Recording				Voiceover / Casting Talent				
	Graphic Design			Location Video Filming				Location Rentals				
	Mastering and Testing			Location Still Photography				Travel / Expenses				

LETTER OF AGREEMENT



Dear Client,

When signed by you (Client) and PowerSplash Project, Inc., the following will constitute our agreement. PowerSplash Project, Inc., agrees to produce an industrial DVD for your use. First draft will be available within thirty days from receipt of initial payment and materials due. Fee for Standard Production Package is \$3000.00 and includes the following products and services:

- (1) One DVD and one MPEG Video of project title (minimum length 8 minutes, maximum length 11 minutes).
- (2) Company narrator, sound effects, one musical track, thirty to forty photos, and eighteen hours of studio work.
- (3) One hour of consultation via location, phone, email or mail.
- (4) One 45 minute office consultation / screening of first draft on MPEG video.
- (5) One thirty minute phone consultation to discuss changes made after initial screening (MPEG Video mailed).
- (6) One fifteen minute phone consultation to discuss changes made after second consultation viewing. This fulfills the Standard Production Package. If approved, the project will be mastered. If not approved, additional products and services are available per respective fee.

Your precise communication of ideas and active participation in the creative process will help ensure this production comes in on budget and on time.

All production changes must be submitted in writing and mutually agreed by client and PowerSplash Project, Inc.

Cancellation of a scheduled meeting date with less than 24 hours notice will incur a kill fee of \$150.00.

It is agreed by client and PowerSplash Project, Inc., that they will abide by copyright laws respectively. The client agrees that contents therein shall not by them be resold, assigned or transferred to any third party other than client; however, there is no exclusivity to artwork, templates, writings or audio created by PowerSplash Project, Inc., except private company material (i.e. royalty free products) supplied by company.

This agreement may be changed only by mutual agreement and specified in the attached Change Order with additional terms and costs. In full payment for our undertakings contained herein, client agrees to pay PowerSplash Project, Inc., and we agree to accept the sum of:

\$ _____ Half payment due prior to production
 \$ _____ Balance due upon receipt of final product

Very truly yours,
The foregoing is approved and accepted.

_____	_____	_____
Client Signature	Client Title	Date
_____	_____	_____
PowerSplash Project, Inc.	Title	Date

CHANGE ORDER



Company			
Street Address	City	State	Zip Code
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Email Address 1	Email Address 2		
Website			

- We have received a request to implement a change to said project.
- This **Change Order** becomes part of and in conformance with the existing contract.
- We AGREE hereby to make the change(s) reflected below at listed price:

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