

LETTER OF AGREEMENT



SECTION 1: Company Information

Company				
Street Address		City	State	Zip
Project Contact #1	Phone Number	Cell Number	Email Address	
Project Contact #2	Phone Number	Cell Number	Email Address	
Project Working Title			Approximate Time Length	

SECTION 2: Standard Production Package

Formats	Project Length	Office Consultations	Video Clips	Photos	Music	SFX
DVD & MPEG	8-12 minutes	Three (45 minutes)	60 seconds	40-75 RF	2 Songs RF	10 RF
Voiceover	Sound Booth	Scripting, Proofing, Conceptualizing		Mixing, Editing, Transferring		
2 Hrs In-House	2 Hrs In-House	Twelve Hours		Fifteen Hours		
Fees for Additional Products and Services						
\$75.00 Hour	Consultation: Phone, Email, Mail		\$60.00 ea	RF Music Selection		
\$75.00 Hour	Scripting, Proofing, Conceptualizing		\$60.00 ea	RF Video Clips (:10 average)		
\$75.00 Hour	Sound Booth Recording		\$10.00 ea	RF Photography		
\$75.00 Hour	Voice-Over Talent (In-House)		\$5.00 ea	RF Sound Effects		
\$75.00 Hour	Mixing, Editing, Transferring		Quoted	Voice Over Talent		
\$75.00 Hour	Graphic Design		Quoted	Duplication Services		
\$75.00 Hour	Photographer (plus model releases)		Quoted	Travel and Expenses		
Notes						
A submitted script or outline should include: (1) target audience and (2) desired imagery and style. When available, we will provide limited photos and music to peruse. The Standard Production Package starts at \$3500.00 for internal non-sale use of project and \$5000.00 for selling and distribution use.						

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 \$3500.00 (for internal non-sale use) or \$5000.00 for selling and distribution use; and includes the following products and services:

- (1) One DVD and one MPEG Video of project title (minimum length 8 minutes, maximum length 12 minutes).
- (2) Company narrator, sound effects, two musical tracks, 40 to 75 photos, and 27 hours of studio work.
- (3) One 45 minute of consultation via location, phone, email or mail.
- (4) One 45 minute office consultation / screening of first draft on MPEG video or DVD.
- (5) One 45 minute office consultation to discuss second draft. This fulfills the Standard Production Package
- (6) One fifteen minute phone consultation to discuss changes made after second consultation viewing.

Items 1-6 fulfills the Standard Production Package. Production fees may accrue if additional products and services, beyond said allotment, are requested by client.

If approved, the project will be mastered. If not approved, additional products and services are available per respective fee (see Section 2). 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



SECTION 1: Company Information

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Street Address		City	State	Zip
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Project Contact #2	Phone Number	Cell Number	Email Address	
Project Working Title			Approximate Time Length	

SECTION 2: Changes

Fees for Additional Products and Services			
\$75.00 Hour	Consultation: Phone, Email, Mail	\$60.00 ea	RF Music Selection
\$75.00 Hour	Scripting, Proofing, Conceptualizing	\$60.00 ea	RF Video Clips (:10 average)
\$75.00 Hour	Sound Booth Recording	\$10.00 ea	RF Photography
\$75.00 Hour	Voice-Over Talent (In-House)	\$5.00 ea	RF Sound Effects
\$75.00 Hour	Mixing, Editing, Transferring	Quoted	Voice Over Talent
\$75.00 Hour	Graphic Design	Quoted	Duplication Services
\$75.00 Hour	Photographer (plus model releases)	Quoted	Travel and Expenses

- We have received a request to implement change(s) 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 on the next page at listed price.

