



13639 Freeport Rd., San Diego, CA 92129-3210 | email: info@cigmamedia.com | phone: 858.484.0220

Voiceover Talent Payment Voucher and Booking Agreement

This Voucher represents an agreement between the voice actor or sub-contractor named below and VoiceActing LLC for the purpose of recording and delivering dry voice tracks and/or other services for the project noted below. Talent agrees to provide studio-quality voice recordings in .wav format at 44.1Khz, 16 bit or higher. If session is Producerless/Directorless, Talent shall complete a self-directed recording within 48 hours after receiving the script or at a time to be scheduled. If session is a Directed session, Talent will be contacted to schedule a time for recording. Recordings should be delivered with all takes in a single file and sent using Dropbox or via www.WeTransfer.com. Talent agrees to provide one additional session for re-takes at no charge unless otherwise arranged. Payment terms are below and on our website. Talent signature and return of this Voucher acknowledges agreement to these terms. This Voucher may be used in lieu of an invoice from Talent, although a separate invoice may be issued if desired. See the "Just for Talent" section at www.VoiceActingStudios.com for more information.

Talent: _____
 Session Date: _____ Time: _____ (Pacific Time)
 Directed* (Y/N): _____ Location: _____
 Client: _____
 Project #: _____ Client Ref: _____
 Title: _____
 Project Details: _____

Admin Only:
Date Pd: _____
How: _____
Approved: _____

*Directed sessions (Y) require a high-speed Internet connection for a Source-Connect Now connection or a suitable phone patch. Director-less sessions (N) shall be recorded and self-directed at the Talent's earliest opportunity in their personal studio.

QTY	ITEM	DESCRIPTION (if issuing invoice)	RATE
	Talent Fee		
	Other		
Payments are made electronically via PayPal to the email address you provide. Payment is normally made within 7 days after production is completed or our client has paid us, whichever occurs first. If sending an invoice, please include the Client, Project #, Title and Client Reference number on your invoice. Talent is responsible for any PayPal transaction fees that might apply to an invoice (usually about 3%). If talent is a Cigma Media Associate Producer, talent fee will be paid according to VoiceActing, LLC Affiliate Payment terms and conditions.			Commission
			Total

Send Payment to: (Talent, please PRINT in clear, block letters) - **PHONE & EMAIL REQUIRED**

Name: _____
 Address 1: _____
 Address 2: _____
 Company: _____
 City: _____ State: _____ Zip: _____
 Phone: (_____) _____ Alt: _____
 Email: _____
 Website: _____ Skype: _____

Please scan this form to PDF and email to info@cigmamedia.com

 Talent Signature (Required to receive payment)

 SSN is required if we do not have a W-9 on file

 Parent or Guardian if under 18

 Date Submitted (Required)