

Booking Confirmation

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Agreement for Voice Talent, Recording and/or Creative & Production Services

Please confirm your booking by signing and returning this agreement by Fax or E-mail.

This agreement for services is between _____ (Actor) and the Company or individual named below (Client). Your signature constitutes agreement to the terms and fees indicated below. All dates, terms and conditions indicated shall apply until changed by a new agreement. Client agrees that the Laws of [Your State] shall apply to this agreement, and Client agrees to submit to the jurisdiction of [Your State] to resolve any dispute that may arise as a result of this Contract. Services provided under this agreement are not to be considered as "work for hire."

We require a signed copy of this agreement and a credit card number, PayPal payment, or company purchase order number before we can begin your session. We accept payment by Visa, MasterCard, check, or PayPal. Payment in full is due upon completion of services unless noted otherwise.

Today's Date: _____ Contact Name: _____
Session Date: _____ Company: _____
Session Time: _____ Address: _____
On-site or Off-site: _____ City/State/Zip: _____
Director (if any): _____ Phone: _____ Fax: _____
Phone Patch/ISDN: _____ E-mail address: _____
Project #: _____ Project Title: _____
Project Details: _____
Delivery format: _____ Delivery Method: _____

➤ **Client copy is due 24 hrs. prior to session. Email copy to _____** ↩
Our standard page format is 12pt Arial, double spaced, 1" margins all around

Contracted Services & Rates:

Voiceover Talent: _____
Talent Fee per voice for: Principal: \$_____ Secondary: \$_____ Tag: \$_____ Character: \$_____ \$_____
Page/Project Rate: (includes talent fee, studio time, and editing/production as requested) \$_____
Estimated Studio Time: _____ Hourly rate (estimated): \$_____
Music: ___ N/A ___ Library ___ Custom/Original License fee (estimated): \$_____
Creative/Writing/Production: _____ Rate: \$_____
FTP/Matts/Delivery: ___ FTP ___ CD/DVD ___ Other _____ Delivery/Matts. Fee: \$_____
PROJECT ESTIMATE: _____ **TOTAL CHARGES:** \$_____
DEPOSIT REQUIRED: ___ Yes ___ No A deposit is required to guarantee this session: \$_____
BALANCE DUE: **This is your estimated balance due. Payable upon delivery of completed project:** \$_____
COPY OF WORK: Client agrees that Actor may obtain a copy of the completed work for use in a demo, website, or in other forms of marketing and/or promotion of the Actor's services.
CANCELLATION: Either party may cancel this agreement with at least 24 hours notice by phone or in writing. A minimum \$100 session fee plus 50% of above talent fees shall apply to any session cancelled by client with less than 72 hours notice. If cancelled with less than 24 hours notice, the full estimated fee shall apply.
RE-TAKES/DO-OVERS: A minimum \$50 session talent fee, plus studio time, shall apply for client changes after sign-off and delivery of original session. Additional talent fees may apply depending on the revisions required.

PREFERRED PAYMENT: ___ Credit Card ___ PayPal ___ Invoice ___ Check (PO# required for check & invoice)

A company PO#, PayPal payment, or valid credit card is required to guarantee your session. Deposits may be paid using PayPal or your credit card. Your card will NOT be charged until work is approved and completed project is delivered. Upon completion, your card will only be charged if that is your preferred payment method, or if an invoiced payment is not received within the terms of this agreement. Payment for invoiced work using your PO Number is due upon receipt, Net 15 days. All credit card information is destroyed upon receipt of payment. Your signature below signifies agreement to these terms and conditions.

____ PO or REF #: _____ Payment Terms: _____
____ Credit Card #: _____ Exp: _____ CVC Code: _____
Name on Card PLEASE PRINT: _____
Billing Address for Card: _____
Signature: _____ Date: _____

Please include or verify all credit card information, sign and date, then fax to _____