



## MLewisVO PAYMENT TERMS

In an electronic world, both fraud and privacy protection are vital for both us- The Producer and you- The Client. As a result, we require either the full payment, or a minimum of half our fee as a deposit to get production started, and for the remaining balance (if applicable) when the job is done. However, if you were directed to us by via a P2P website, then of course the project would need to be awarded to us first and the **full** milestone/escrow would need to be placed in order for production to commence.

**For direct sales outside of P2P websites, payment is required to our PayPal account: [JUST CLICK HERE](#). In the case of wire transfer, bank details are provided upon request via encrypted communication.**

Outside of P2P websites, once the invoice is paid in full, we will release your work via our secure FTP server or service. If you require proof of the completed production before paying the remaining balance, we are more than happy to simply send a sample of the completed project or a screen shot showing multiple, completed files. If you require an invoice for your company records, please say so and we will quickly send one to you.

**Retention of Title:** The seller retains title to goods until services are paid in full.

**Licensed Music Tracks:** Should you require music for your voice-over, we offer a selection of royalty-free music beds with copyright. However, please don't take the terms "royalty-free" or "copyright-free" to mean that this music isn't charged for. These terms simply refer to the fact that, collectively, this type of music falls under a specific type of music licensing arrangement that only requires a single up-front payment in order to secure the rights for use, regardless of how many people are going to see, hear or buy the project in which the music is used. Inquire for rates and more information.

## **CHANGES / REVISIONS**

**Physical changes:** On existing projects where we have been hired...

Whenever there is an actual, physical change or addition to a portion of original text (no matter how small), and the change is requested within close proximity of the original recording (less than 30 days)- we need to charge for our time (pulling up the files, reviewing the original audio for vocal alignment, recording, editing, mastering, transfer), in most cases with a small session fee if the change is less than 60 seconds. A session fee is charged each time a new text change is requested. This does not include changing all of the entire text for new, which would be considered an additional project session and charged at the normal rate.

**Session fee:** (on existing projects only = projects where the majority of the text is the same or where obvious connection to content or campaign exists) **75€** (session fees for **new** projects are normally 150€ and included in your quote)

**Aesthetic Re-takes:** This applies to previously existing audio where the revision is requested within 14 days of the original recording and the original text remains unchanged...

There is normally no charge. If after the original recording is reviewed by the client there is a request for slightly different intonation, emotion, pronunciation, etc, or perhaps there was some vocal mistake somewhere- but the original text remains intact, and... if the changes requested are fair and within reason (not the entire text if long form narration, ie audio-book, documentary etc). Understand that we rely **heavily** on the client to provide detailed input and direction "prior" to production, which includes unfamiliar word pronunciation guides outside of normal, conversational English- ie: medical terms, foreign names etc. If the client does not provide that information in advance of production, then we go with the best style, pronunciation, and delivery based on our experience with your project's subject matter, content etc. And any aesthetic revisions may require a session fee at minimum. Client direction in the form of ambiguity is never an option.

**Permissions:** You are hiring M Lewis Sauerwein and/or his sub-contractors as private contractors and not as a business or corporation. Any information you possess about us is proprietary information and may not be shared with anyone who is not subject to this agreement or NDA. Furthermore, no permission is given to any law enforcement or government investigative agency to gather or disseminate to any third party information of any type about M Lewis Sauerwein or his sub-contractors.

**Thank you for your business and understanding.**

Professionally yours,

**M Lewis Sauerwein**

**Client Signature / Date** \_\_\_\_\_