

Video Production Contract

THIS AGREEMENT, made this ____ day of _____ (month), ____ (year), between _____, (hereinafter "CLIENT"),

and

GUARDING LIGHT MEDIA (hereinafter "GLM").

To produce _____ (hereinafter "PRODUCTION").

We will always do our best to fulfill your needs and meet your goals, but sometimes it is best to have a few simple things written down so that we both know what is what, who should do what and what happens if things go wrong. In this contract you won't find complicated legal terms or large passages of unreadable text. We have no desire to trick you into signing something that you might later regret. We do want what's best for the safety of both parties, now and in the future.

CLIENT is hiring GLM to produce the items on the previous page (Quote) for the estimated total price as outlined in our previous correspondence.

What do both parties agree to do?

As our customer, you have the power and ability to enter into this contract on behalf of your company or organization. You agree to provide us with everything that we need to complete the project including text, images and other information as and when we need it, and in the format that we ask for. You agree to review our work, provide feedback and sign-off approval in a timely manner too. Deadlines work two ways and you will also be bound by any dates that we set together. You also agree to stick to the payment schedule set out at the end of this contract.

We have the experience and ability to perform the services you need from us and we will carry them out in a professional and timely manner. Along the way we will endeavor to meet all the deadlines set but we can't be responsible for a missed launch date or a deadline if you have been late in supplying materials or have not approved or signed off our work on-time at any stage. On top of this we will also maintain the confidentiality of any information that you give us.

Video Production

We will create designs and concepts for the look-and-feel, of your video. This includes any motion graphics that are included in the quote. All information regarding the PRODUCTION needs to be submitted to GLM before the first filming day. Any omitted information or additional information regarding the PRODUCTION give after the first day of filming may cause changes to the final project. If this occurs GLM will re-quote the project adding the additional information in the quote and will adjust the price if required.

Detailed Video Production breakdown form must be filled out and signed and must accompany this document. The Video Production Breakdown describes in detail the PRODUCTION and terms agreed to.