

**Video Newsletter Production Contract**

Contract between The Video News Company Ltd (“VNC”) of The Innovation Centre Medway, Maidstone Road, Chatham ME5 9FD and

(“Client”) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Invoice Address)

Commencement Date of Contract \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (DD/MM/YY)

Contact for script: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contract Terms:**

1. The term of this contract is for a minimum of one year from the commencement date of contract*.*
2. The contract can be cancelled after the first year with a 3-month notice period*.*
3. Payment terms & costs based on a program up to 2.5 minutes in length *(tick service required)*

Monthly Video Newsletter *(paid quarterly in advance)*  £400/video £ 4,800/annum [ ]

Monthly Video Newsletter *(paid annually in advance)* £500/video £ 1,500/quarter [ ]

Bi-Monthly Video Newsletter *(paid annually in advance)* £600/video £ 3,600/annum [ ]

Weekly Video Newsletter *(paid quarterly in advance)* £400/video £ 5,200/quarter [ ]

1. Videos that exceed 2.5 minutes will incur additional charges of £100/minute or part thereof.

If the video is likely to exceed 2.5 minutes the Client will be notified in advance and this fee agreed.

1. Any on-location filming that is requested will be charged at £400/day plus expenses.
2. A subtitling service is available at £100 for up to 2.5 minutes of video.
3. Logos, scripts and any videos or images that the client wishes to include in the video must be provided by the client at least two days prior to the scheduled shoot time. If you require any additional images or video from our stock libraries, we would need to be notified at least 3 days prior to the shoot dates. (We cannot guarantee that we will have the video clip or image you are looking for).
4. If the script is not received on time, then filming cannot take place and the client will still be charged in full. All filming will take place on the second week of each month.
5. VNC will provide the edited video for approval within 72hrs of the scheduled filming.
6. The client will be able to request one round of edit changes after viewing their video newsletter.
7. Scripts should be no more than 250 words in length (unless client agrees to additional charges).
8. The Client should spell words that may be difficult to pronounce phonetically. If there are difficult pronunciations, we recommend that the client attends the shoot.
9. The Client is welcome to attend the studio during the recording of their Video Newsletter.
10. VNC will endeavour to provide the first choice Newsreader for each shoot but if this newsreader is not available then VNC reserves the right to provide a suitable alternative Newsreader.
11. VNC will provide a free one-day video filming training course, an animation of your logo and a 10 second motion graphics introduction after the signing of this contract.

Signed on behalf of client Signed on behalf of Video News Company Ltd

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full Name: Peter Middleton

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: Managing Director

Date: Date:

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