

October 9, 2014
Voorhees Police Department
Project Estimate & Contract

Thank you for allowing us the time to introduce our services to you. Below you will find one or more estimates. Please remember all projects are customizable, so if you don't see exactly what you need, please let us know. If you have any questions, please don't hesitate to call or email any time.

We look forward to working with you!

Darcie & Kristopher King • Fax to: 732-349-4762 or mail to: PO Box 322, Forked River, NJ 08731

EVP Studio Location: 17 Washington Street, 2nd Floor, Toms River, NJ 08753

CLIENT NAME: Police Chief Louis Bordi **PROJECT NAME:** PSAs

PHONE: 856-882-1113

EMAIL: ldordi@vtpd.com

Quotes below do not include duplication costs, travel costs or sales tax unless otherwise noted. Duplication estimates are below project estimates & separated out so you can see your options.

Project Description: Creation of a series of PSAs.

Estimate – A. \$2350/1 video; B. \$7350/5 videos; C. \$14,200/10 videos; D. \$34,650/25 videos

Project Includes: Half-day (A, B), One-day (C) or Two-days (D) of one-camera shooting including lighting, audio & teleprompter. Editing of 1 (A), 5 (B), 10 (C) or 25 (D) 3-5 minute PSAs includes script consultation & writing, customized graphics and production music. Delivery in online digital format.

Duplication Estimates: n/a

Variations:

Quotes for 5, 10 & 25 videos include combining multiple videos into single days of shooting. Individual videos shot on separate days are each considered Quote A.

Cost saving methods and additional services are available upon request.

Half-day of shooting is for up to 5 hours including travel from Toms River, NJ. Full-day of shooting is for up to 10 hours including travel from Toms River, NJ. Overtime charges start at \$75 per hour.

Payment Terms

Quote guaranteed for 30 days from date above – deposit must be received to hold quote.

E Video Productions reserves the right to revise quote 12 months from acceptance of contract if project is not completed due to client delays.

_____ (initials)

50% deposit due prior to any work. Final payment due upon completion of project. Should there be any delays in the project, i.e. scheduling shoot days, providing graphics, additional editing, etc., client will be invoiced on a monthly basis. 5% finance charges will occur on all late payments. Interest-free monthly payments are available upon request.

Any additional work not mentioned in this estimate may be added to the payment terms listed above. An additional quote can be provided upon request. No projects will be sent for duplication when there is ANY outstanding balance, past due or current. No additional work will be completed when the client is more than 30 days past due on any invoices.

Timeline Information:

An estimated timeline can be provided upon receipt of signed contract, deposit & all supporting materials, including scheduled shoot days. No promises are made prior to receipt of all materials. Any delays from the client in providing materials or shooting dates may cause a delay in project completion. **First proofs are typically available within 2-4 weeks of receipt of all materials from the client.**

RUSH ORDERS are available. If you have a specific deadline less than 4 weeks from signing this contract, a rush fee of 20% will be added. It is the responsibility of the client to ensure E Video has everything necessary to meet deadline. Failure of client to provide E Video with necessary materials within 48 hours of signing contract may result in a delay. _____ (initials – optional)

Contract Terms:

Client acknowledges that the quote is subject to change if the scope of the project changes. Quotes for all additions to the project can be provided upon request.

OPTIONAL By initialing here, Client grants E Video Productions the right to use all or parts of video for promotional purposes. Under no circumstances will E Video sell any portions of the video without client's consent.

_____ (initials - optional)

Client must provide E Video Productions with high-resolution versions of all logos and specific graphics or videos (other than stock footage and photos or custom made graphics) necessary for video production. The client warrants that he/she has the legal rights to any element delivered to E Video for inclusion in client's video. Client agrees to indemnify and hold E Video harmless for any loss, damage or liability for infringement of any rights arising from the use or sale of videos produced, edited or duplicated under this agreement.

It is the responsibility of the client to secure permission to videotape at all locations.

E Video will take utmost care to produce a video of excellent quality. However, if a problem should arise, including but not limited to power failure, equipment malfunction, accident, loss of materials, Acts of God and/or defective tape stock, E Video's liability is limited to refund of money paid. Under all circumstances, this is the limit of E Video's liability. E Video makes no guarantees, either expressed or implied in regard to aesthetic qualities of the completed videotape. E Video also reserves the right to substitute videographers in case of an emergency.

Travel Information:

If travel outside of NJ is necessary, client will be billed for actual travel costs.

_____ (initials)

Video Release:

(initial) _____ Client has permission from all parties involved to record both video & audio for the purpose of this project.

Acceptance of Contract & Estimate

Payment of deposit & signing of this document indicates client's approval of all terms.

Please Sign & Date:

Client _____ E Video Productions
Amount Paid \$_____ Visa / MC / Amex / Discover / Check # _____
If credit card: Number _____
Exp. Date: _____ CVV #: _____
Name as appears on card: _____
Billing Address & Zip _____

Please visit <http://www.evideoproductions.net/worksheet.html> to provide additional details on your project.

Estimated Project Timelines

	Non Rush	Rush - 20% surcharge
First Proof	2-4 weeks	As little as 24 hours
1st Round of changes	5-10 business days	As little as 24 hours
Add'l changes	2-5 business days	Immediately
DVD proof	3-5 business days	Overnight (charges apply)
DVD duplication	1-3 weeks	3-5 business days - \$300 rush fee + overnight shipping charges

_____ (initials)