

BILLING & DELIVERY DETAILS

Fax to 916-781-6844

Approved Production Fee	\$
Payment Terms	<input type="checkbox"/> One Time (50% initial deposit with balance due on final delivery) <input type="checkbox"/> \$ _____ initial deposit plus \$ _____ monthly payment for 6 months <i>(Monthly payments will occur on the 1st or 15th of each month)</i>
Delivery of Video	<input type="checkbox"/> Web Based / Email <input type="checkbox"/> Delivery by postal mail
Delivery Address (optional)	

Billing Agreement

I am a cardholder signatory detailed below and hereby authorize Inquo Enterprises,LLC, to charge the above production fee according to the payment terms selected.

I agree that all billing is final and there are no refunds on production fees associated with this agreement. I agree to furnish specific details concerning this video production to VideoSpokesPerson™ via the insertion order form provided. Any issues concerning the final video will first be resolved via post-production, and then finally via full re-shoot.

Signature **Date**

Title (Printed) **Name (Printed)**

CREDIT CARD BILLING DETAILS – Please print clearly and legibly.

Name on Card		Credit Card Type	
Billing Address		Card Number	
City, State Zip		Expiration Date	
Security Code			

PRODUCTION AGREEMENT

Fax to 916-781-6844

THIS AGREEMENT, made this _____ day of _____, 20_____,

by and between ØSTÛŠÁÓŠÚÓPŞPØUÓUÊQQO, incorporated under the laws of the State of ÁOá~à~ã^~á (hereinafter called "VideoSpokesPæãb~^™") ÁÛUŞ«,

And _____,

Whose address is _____,

In the city of _____ and State of _____

Social Security / Tax ID _____ (hereinafter called "Client"), as follows:

1. PURPOSE

- The Purpose of this document is to establish a contract between VideoSpokesPerson™, and Client: for the production of multimedia video presentations.

2. DESCRIPTION, USE AND OWNERSHIP

- VideoSpokesPerson™ will provide its video production services to Client, for the creation of short promotional video clips or multimedia presentations.
- VideoSpokesPerson™ will film, edit and render videos for streaming broadcast on the internet or dvd playback.
- VideoSpokesPerson™ will provide the necessary html code for the playback of these videos over top of the Client's website.
- VideoSpokesPerson™ will provide technical support for the installation and deployment of videos.
- All Project specifics for each video will be outlined on VideoSpokesPerson™' Insertion Order provided.
- Additional project specifics including custom website coding or multimedia development work will be outlined on VideoSpokesPerson™' Insertion Order provided.
- The Completed final project will be solely owned by Client, with a copy retained by VideoSpokesPerson™ for archive or demonstration purposes on its website.
- Final project files will be uploaded to VideoSpokesPerson™'s website for internet streaming with an archive copy to be distributed electronically to Client.

3. SCRIPT WRITING

- Client shall provide the VideoSpokesPerson™ a written script in electronic format prior to the start of production. Any changes made by the Client to the script or project after production may alter the final billing.

4. PRODUCTION

- VideoSpokesPerson™ shall exercise sole discretion in the hiring and firing of crew and other production staff. The VideoSpokesPerson™ insures the highest possible standards of production for the specified budget.
- VideoSpokesPerson™ warrants that the production shall cost no more than the grand total listed without prior written consent of the Client. Client reserves the right to increase, not decrease said budget at any time after insertion order approval.
- VideoSpokesPerson™ insures to provide a finished version of the Project to the Client within a reasonable time frame

5. ENTIRETY OF Project

- There are no other agreements relative to this Project between either of the parties hereto either verbally or in writing and this document , along with the attached insertion order constitutes the entirety of the contract.

I have read, understand and agree with every provision of this contract and by my signature, hereby certify that I accept and agree to abide by them and that I am competent and legally qualified to enter in to such a contract.

VideoSpokesPerson™ **Client**

BY: _____

BY: _____

TITLE: _____

TITLE: _____