

POLICY & TERMS OF AGREEMENT (FILM, PA, EVENTS, STUDIO & MEDIA)

**Consultation Fees**

A consultation fee of \$60 per hour is required. Payments are to be made online at Medialinkx.com or promptly after consultation is completed. **Money Orders, Credit Cards, Certified Check and Pay pal are the accepted forms of payment.**

**Rehearsal Fees**

For Disk Jockey and Filming of special events, a rehearsal fee of \$50 per hour (per person) is required in order for technician(s) or representative(s) to attend (a minimum of 2 hours is required). Please schedule rehearsals with your Representative.

**Reservations and Accepted Forms of Payment**

To reserve a specific date, 1/2 payment is required. Balance is due directly after event or upon completion of services. In the case of Film and Editing services, payments are as follows: 1/2 payment is required up front, 1/2 the balance is required to begin the editing process, and the final payment is due the day of the delivery, shipment, or pick-up of final materials. A refundable deposit may be required in addition to 1/2 payment. **To ship or email the final product, final payment must be received and cleared before email delivery or shipment can be sent.** For shipping, client will be billed the shipping and packaging costs incurred from shipping carrier in addition to a shipping service fee. A delivery service fee is applied total charges based on time and mileage. Money Orders, Credit Cards, Certified Check and Pay pal are the accepted forms of payment. **If the client uses Pay pal as a method of payment, all fees charged by Pay pal to us, will be added to the total and paid by the client at the end of the event. Current fees as of December 3, 2006 are 2.9% + \$.30 for all payments under \$100,000. For more information about fees charged by Pay pal please visit [www.paypal.com](http://www.paypal.com)**

**Parking and Loading Equipment & Extended Service**

Client is to arrange and or pay for all parking in conjunction with event. If rehearsal date(s) have been scheduled where technician(s) and or representatives are to be in attendance, client is responsible for all arrangements and or parking fees in addition to rehearsal fees in relation to rehearsal(s). If the service requires the utilization of heavy equipment, the client is to designate a safe loading area that is near the technician(s) set up area both before and after the event. If there are no areas in close proximity, the technician will notify the client only if the technician feels it may set back the start time. If start time is delayed because of these discrepancies, the technician(s) will still end the service as originally scheduled. If the client wished to extend the time beyond the end time, it is encouraged to do so at least a day before the event begins. This way the technician can prepare additional film and/or addition music for the event. If the client needs to extend the time the day of the event, the client should try to let the technician know before the end of service time, so not to interrupted service and so the technician can notify the administration office, Prorates for these time adjustments will apply.

**Change of Order Policy**

If the Client wishes to change a service, order, or product **after an estimate, order, or product has been processed**, the Client will be invoiced the changes they requested. The Client must sign the new invoice and email or fax the invoice to Medialinkx before changes can be made. If the client wishes to make change **after an agreement has been signed**, the client must fill out a change order form and send it to Medialinkx via email or fax. Change of order forms must be signed and dated by the client and will attach to the respective written agreement. The new invoice amount become due as scheduled in the written agreement unless otherwise specified by the change of order form. If a request for a change of order is not submitted in the time frame necessary to complete the service by the projected end date, Medialinkx reserves the right to change the finish date or not to process the change of order.

**Electrical Facility**

Client is responsible for adequate and working electrical facilities in connection with the space where the event is to take place outside of in-house services. If the space has no working electricity at the time of the event, and the Technician(s), Engineer(s), Representative(s) and or Administrative Office have not been notified before the Technician(s) or Engineer(s) arrives, the services will have been considered rendered and the Client will be charged the full rate. If the space is dangerous or hazardous and the Technician(s), Engineer(s), Representative(s) and or Administrative Office have not been notified before the Technician(s) or Engineer(s) arrives, the services will have been considered rendered and the Client will be charged the full rate.

**Cancellation and Refund Policy**

A cancellation fee of \$50 applies to all orders. An additional kill fee of \$60 will apply for cancellations received in less than 72 hours prior to the scheduled event. All cancellations must be in writing sent via email, or by phone. If the client cancels by phone, the client must speak to the same agent with whom the client booked their event. If the client does not contact Medialinkx before 24 hours of the scheduled event, all charges apply and the client will not be entitled to a refund.

**Use of Work and Materials**

Medialinkx reserves the right to use all work and materials in connection with Medialinkx services for demonstration purposes. Client hereby releases and discharges Medialinkx, licensees, and assignees from any liability whatsoever, by reason of any alteration or use in composite or in any other form.

**Studio Data Back-up Policy**

For clients that wish to schedule studio time our policy is as follows: All sessions begin on time. Clients are encouraged to arrive 15-20 minutes in advance. If the client is running late, the client should contact the Engineer(s) scheduled to work the session by phone or phone text message, so that the session will not be rebooked. It is encouraged that clients take the name of the person they spoke to concerning their arrival time. If the client has phone text an engineer, the engineer will call the client back to verbally discuss their arrival time. We ask that the client leave a phone number of where they can be reached. If the client is more than 45 minutes late and has not called, spoke to, nor phone text Media Link Staff, Media Link reserves the right to schedule another session in the time slot that the client had originally booked. There are absolutely no refunds in this situation! Clients may reschedule based on studio availability. If there are no available dates within a 2 weeks time frame of the original date the client reserved, Media Link will not reschedule. Half down is required to reserve a date. Sessions must be paid in full before beginning of session.

**Note: all terms are subject to change without notification.**

I have read and agree to the terms set forth. \_\_\_\_\_ (initial)

I have also received a copy of the workflow procedure sheet and agree to those terms. \_\_\_\_\_ (initial)

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_