

# CVP

## CLASSIC VIDEO & PHOTOGRAPHY

YOUR LIFE ... YOUR DREAMS ... OUR PASSION

### Service Agreement

The Undersigned (hereafter referred to as "client") agrees to contract the service of Classic Video & Photography (hereafter referred to as "CVP" or "studio") according to the following terms, conditions and information provided:

(Client A) \_\_\_\_\_ and (client B) \_\_\_\_\_ for  
the date of \_\_\_\_\_

Client A:  
Address: \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Fax # \_\_\_\_\_

Client B:  
Address: \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Fax # \_\_\_\_\_

Is this location where client will be getting ready? Yes  No

Service/Ceremony Venue:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Start Time \_\_\_\_\_  
End Time \_\_\_\_\_

Reception Venue:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Cocktail Start \_\_\_\_\_  
Reception End \_\_\_\_\_

#### Video Service Agreement

Package: \_\_\_\_\_ Price: \_\_\_\_\_

Includes:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> 1 Camera for times on Agreement    | <input type="checkbox"/> Custom Titles            | <input type="checkbox"/> Classic Treasure                       |
| <input type="checkbox"/> 2 <sup>nd</sup> Camera at Ceremony | <input type="checkbox"/> Classic Opening          | <input type="checkbox"/> Standard Credits Scroll                |
| <input type="checkbox"/> 2 Cameras for times on Agreement   | <input type="checkbox"/> Photo Montage            | <input type="checkbox"/> Creative Bridal Credits                |
| <input type="checkbox"/> In Camera Editing                  | <input type="checkbox"/> Invitation               | <input type="checkbox"/> Creative Credits w/ Interview Tributes |
| <input type="checkbox"/> Basic Editing (Cuts Only)          | <input type="checkbox"/> Bride's Preparation      | <input type="checkbox"/> "Final check" copy                     |
| <input type="checkbox"/> Film Style Editing w/ effects      | <input type="checkbox"/> Groom's Preparation      | <input type="checkbox"/> _____ Additional DVD copies            |
| <input type="checkbox"/> Added Music                        | <input type="checkbox"/> Photo Session            | <input type="checkbox"/> Honeymoon Photos                       |
|   | <input type="checkbox"/> Highlights _____ song(s) |   |

Additional Services/Notes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Video Total \$ \_\_\_\_\_

#### Photography Service Agreement

Package: \_\_\_\_\_ Price: \_\_\_\_\_

Total Time Coverage up to \_\_\_\_\_ hours included from \_\_\_\_\_ to \_\_\_\_\_. (Start and end time are subject to change based on client's needs for the event. Client will notify studio of any changes).

One  Two Photographer(s) Notes: \_\_\_\_\_ Fee: \_\_\_\_\_

High Resolution CD/DVD with all final images: Yes  No

Album  
Size 10x10 12x12 11x14  
Style Press Print Mounted Flush Mount Matted  
Images 60 80 100 Custom Fee: \_\_\_\_\_

Separate Portrait/Engagement Session Yes  No

Session includes: \_\_\_\_\_

Additional Services/Products: \_\_\_\_\_ Fee: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Photo Total \$ \_\_\_\_\_

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### TERMS & CONDITIONS- GENERAL

1. A retainer of 50% for video services and 33.33% on photography services is required to reserve the date.
2. Contract is valid only upon receipt of full retainer and the signed agreement. CVP reserves the right to render this agreement to be null and void if not properly signed, dated and returned within 14 days after CVP has affixed their signature or prior to commencement of services, whichever comes first, and thus relieve CVP of any further responsibility or liability of any kind to the client.
3. Upon your receipt of retainer and signed agreement CVP reserves the time and date agreed upon and will not make other reservations for this time and date. For this reason all retainers are non-refundable if this agreement is cancelled for any reason, including, but not limited to, the cancellation of the wedding for any reason or if the date is changed.
4. All payments made 10 days prior to the event date may be paid in cash, check or money order. All payments made at or after event date must be paid in cash or money order only.
5. Failure by the Client to make any applicable payments (as scheduled) before the event date may be deemed a cancellation of this agreement and thereby relieve CVP of all obligations herein.
6. The client is responsible for paying the full balance if s/he cancels the scheduled services without giving CVP 16 weeks written notice prior to the event date. Such notice must be delivered to CVP via certified or registered mail.
7. CVP has precedence and primary camera and lighting positioning over any and all other vendors temporarily hired for the same event by clients or any client representative. In the event of a conflict between CVP & other vendor, client hereby grants resolving authority to CVP.
8. CVP has a reserve of professional photographers and videographers that can be called on in case of emergency. We will do our utmost to secure someone if so needed. If we are unable to perform the services for whatever reason we will refund all monies paid to CVP.
9. CVP will abide by the rules of the church or synagogue in regard to the placement of cameras, movement and accessibility during the ceremony. Permission of the officiate is required before the camera(s) are set up.
10. CVP will take the utmost care to produce a video and/or photographs/albums of good quality. However, we will not be responsible for circumstances beyond our control, including, but not limited to, power failure, equipment malfunction, defective tape stock or other causes that may be reasonably deemed beyond the control of said parties. If production is prevented due to such occurrences monies paid will be refunded.
11. CVP makes no guarantees, expressed or implied, in regard to the aesthetic qualities of completed work.
12. Under any and all circumstances, CVP's liability is limited solely to the refund of monies paid.
13. Due to the long hours of your event, accommodations for food must be provided for each videographer and photographer. A \$150 surcharge per service provider will be applied for meal(s) not provided.
14. Unless otherwise stated prices include ceremony, up to 3 hours between ceremony end and cocktail hour start, cocktail hour, and 4-hour reception. Additional time will be charged at rate of: Video \$125/hour; Photography \$150/hour.
15. Travel charges apply for travel in excess of 45 minutes. NYC rates and/or holiday rates will be applied.
16. If parking is not provided clients will reimburse each service provider for all parking fees related to the event. When possible, each service provider will endeavor to find free or low rate parking. Whenever possible, clients should attempt to provide parking vouchers or parking spaces for their service providers.
17. CVP reserves the right to use all work produced for promotional purposes. The Client releases CVP from any right in the image that the Client may claim through it and CVP has an expressed right to use the image as stated above.
18. All clients have up to 90 days from the date of the signed agreement to upgrade or add on to any package at rates that were in effect at agreement signing.
19. Failure by CVP to exercise any and all rights under the terms of this agreement or enforce any part herein shall not limit its rights to exercise said rights in the future and should not be considered a waiver of any right.
20. This instrument contains the entire agreement between the parties and no statements, promises, or inducements made by either party or agent of either party that are not contained in this written agreement shall be valid or binding

### PHOTOGRAPHY SPECIFIC

1. Unless otherwise agreed to by all parties, payment for photography services shall be broken into 3 equal payments as follows: 33.33% retainer due upon agreement signing, 33.33% on or before event date and 33.34% due 1 month following event or upon readiness of proofs for on line posting, whichever comes sooner. As previously stated, once retainer has been satisfied, all payments made 10 days prior to the event date may be paid in cash, check or money order. All payments made at or after event date must be paid in cash or money order only.
2. CVP is the exclusive studio providing photographs for sale for this occasion, and all rights for use of the negative or electronic media used for recording images and reproductions there from is reserved by CVP. Client may not sell nor trade images. Client may print from digital negatives.
3. All packages include online viewing of all final images for 90 days on password protected site.
4. All digital negatives to be provided in high quality JPG format on CD or DVD and given to clients upon album review or after online proof posting for "Coverage Only" clients.
5. On line proofs to be posted within 4-6 weeks after event date or 6-10 weeks during peak season.
6. Albums are custom designed after clients choose the photos for the album. Pricing for albums includes light retouching, color conversions to black and white or sepia and hand tinted images. The album design process may take about 4-10 weeks before completion and approval and albums are expected to take 4-8 months before delivery.
7. Any orders for prints, albums and services in excess of those contracted are subject to a deposit of 50% at time of order and prior to the commencement of work, with the balance due on completion. Finished work will not be released without payment in full. CVP will endeavor to complete all orders within 16 weeks. Client agrees to collect finished work and pay all balances upon final pick up. Charges for additional services other than those referred to in this agreement are subject to rates current at the time they are ordered.

Client's initials: \_\_\_\_\_

Date: \_\_\_\_\_

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### VIDEO SPECIFIC

1. Unless otherwise agreed to by all parties, payment for video services shall be broken into 2 equal payments as follows: 50% retainer due upon agreement signing and 50% due on or before event date. As previously stated, once retainer has been satisfied, all payments made 10 days prior to the event date may be paid in cash, check or money order. All payments made at or after event date must be paid in cash or money order only.
2. If the client fails to deliver editing materials within 6 months of event date, a 3% surcharge of the package price will be added each year commencing with the event date and ending with the editing material delivery date. Additionally, after 4 weeks, the studio reserves the right to use its own selection of music and edit the video without photos or video.
3. Your video will be completed approximately 4-6 months after we have received all editing materials.
4. DVDs will be completed approximately 3-4 weeks from final video approval. If specific chaptering is desired, chapter requests must be received no later than 7 days after client receives their completed video. All DVDs produced by the CVP are on DVD-r media and will only play in DVD-r compatible players.
5. RE-EDITS: Upon completion of the final edited video any change whatsoever will be considered a re-edit. Below is a list of some considered re-edits:
  - a. Changes in music selection including the addition or removal of a musical selection.
  - b. Changes that include the addition or removal of a special effect such as a transition or color effect.
  - c. Changes that include the addition or removal of a specified segment of video.
  - d. Changes to the spelling of titles or credits that were misspelled by the client.

All of the above are examples of Re-edits but does not set a limit.

Fees for re-edits- should you decide on a re-edit, you will be billed by the studio at a rate of \$150.00 per hour for the change with a minimum of one hour charged. There are no exceptions made to this policy.

6. Studio Re-Edits: any re-edits that are necessary due to the negligence of CVP are considered Studio re-edits.
  - a. CVP must be contacted within 48 hours once the final video is received and it is noticed that a change must be made. CVP will not be held responsible for making the changes once the 48 hours have expired.
  - b. Upon notification of a necessary change, CVP will make the changes promptly and have the re-edited video available to the client within approximately three weeks.
7. Client Selections: Client agrees to deliver music, photographs and video (if applicable) selections within four weeks after the event.
8. Pictures are limited to 20 per segment and must be numbered if a specific ordering is desired.
9. All music should be on compact disc.
10. Any videotape should be on one VHS format tape or DVD, arranged sequentially and cued to start point.
11. If the client fails to deliver the photos, video or music within the specified time limit, the studio reserves the right to use its own selection of music and edit the video without photos or video.
12. Shipping: CVP recommends that clients pick up their videos. CVP is not responsible for videos lost in the mail. If client prefers a video to be shipped, we recommend shipping via Federal Express. Shipping charges will be applied and must be paid prior to shipping. All client pick-ups must be done by appointment only.

### PAYMENT

#### Video Package

Dual Service Discounts \_\_\_\_\_  
 Subtotal \_\_\_\_\_  
 Tax \_\_\_\_\_  
 Grand Total \_\_\_\_\_  
 Retainer \_\_\_\_\_  
 Final Payment \_\_\_\_\_

#### Photo Package

Dual Service Discount \_\_\_\_\_  
 Subtotal \_\_\_\_\_  
 Tax \_\_\_\_\_  
 Grand Total \_\_\_\_\_  
 Retainer \_\_\_\_\_  
 2<sup>nd</sup> Payment \_\_\_\_\_  
 Final Payment \_\_\_\_\_

#### Payment Schedule:

**Retainer** \_\_\_\_\_ **due** \_\_\_\_\_  
**Payment #2** \_\_\_\_\_ **due on or before** \_\_\_\_\_  
**Final Payment** \_\_\_\_\_ **due** \_\_\_\_\_

(or upon readiness for online proofing, whichever comes sooner.)

\*\*Please make checks out to "CVP"

I have read and agree to the terms of this agreement. I have signed this agreement of my free and voluntary act and without undue influence.

Client A: \_\_\_\_\_ Date: \_\_\_\_\_

Client B: \_\_\_\_\_ Date: \_\_\_\_\_

CVP: \_\_\_\_\_ Date: \_\_\_\_\_