



STUDIO INK

TERMS & CONDITIONS

1. This is an official contract between You (the client) and Studio Ink (the company).
2. The documents includes all details of the services, total cost, deposit and due balances.
3. It is the responsibility of the Client to provide accurate details for all events and if any changes are to be made, sufficient notice should be given.
4. A deposit of 70% from the agreed sum is required upon signing the contract.
5. All deposit paid are non-refundable.
6. In the event of amendments/cancellations, notification must be given 30 days prior to the first event date to prevent any charges.
7. The remaining balance of 30% is required upon collection (or before) of the first draft of the video OR photos.
8. Payments can only be made via account transfer/cash/cheque.
9. All details of the required services are agreed in the Client contract provided
10. Studio Ink Cannot be held responsible for any incorrect information supplied and cannot be held responsible for any losses from this.
11. If Studio Ink are required to improvise the service due to wrong details, extra charges will be applied.
12. It may take up to 12 weeks for post production from the last event date,
13. Clients cannot request for their material earlier than 12 weeks
14. Once the first draft is delivered, clients are entitled to ONE appointment/opportunity to make any changes in their video or photos.
15. If clients require more than one draft or more than one appointment, extra charges will be applied.
16. If the client is nonresponsive regarding their post-production and exceed the 12 weeks period, Studio Ink cannot be held responsible for the delay of delivery. However the company is entitled to the due balance of the contract.

17. If an event exceeds its booked time, staff members are entitled to leave the event unless clients agree to pay additional costs for extra time.
18. Depending on availability, Staff will only stay for extra time if they are able to do so. Clients cannot force staff to remain longer than agreed times as there may be other events to attend. Forceful behaviour will result in client losing all their powers in this agreement.
19. If a staff member is faced with inappropriate behaviour, staff are entitled to leave the event at whatever stage it is. The client is still be responsible for any remaining due balances.
20. Any damage or loss of equipment during the event, not caused by Studio Ink, is the client's responsibility.
21. Staff will always prioritise their equipment in wet weather and can refuse to carry out any shoots in such weather conditions.
22. All event times are set and booked. If a shoot requires 2 hours and client can only allocate one hour on the day, Studio Ink, cannot be held responsible for the standard of work. Staff must be allocated sufficient/agreed time to produce the required results.
23. Studio Ink will not record from a moving car for legal and safety reasons.
24. All drafts must be finalised within 14 days from date of issue.
25. If clients fail to provide their feedback on the first drafts, all material will be finalised as it is. Additional charges will apply if clients wish to make further amendments after finalising their project.
26. Alpha staff will work in accordance to the venue's schedule. Should a particular venue requests staff to pack up or follow instructions whilst on their premises, Alpha staff will adhere to their request.
27. Alpha works with latest equipment and software. However, if for any reason archives, compact cards or any data becomes corrupted, Alpha will refund only the deposit paid.
28. Any additional charges mentioned above will depend on the situation.
29. Parking: clients must provide free and nearby parking to all staff members.
30. All terms and agreements cannot be compromised once the agreement is signed.

Client Signature	Date	Staff Name and Signature	Date