

Agreement made on _____ between CMC Studios (hereinafter referred to as "Studio") and:

Name • Address • Email • Phone (hereinafter referred to as "Client")

General Policies: All sessions are 1 hour minimum and require an advance deposit of 1 hour. Deposits are non-refundable and non-transferrable to other projects or clients. Deposits must be paid at least 24 hrs prior to session date. Scheduling changes for any reason require 24 hr minimum notice (sent to curt@cmcstudios.com), otherwise the deposit is forfeited. Likewise, the Studio will provide 24 hr minimum notice (sent to the Client's email above) of changes for any reason otherwise a free hour will be credited. Session time includes setup and breakdown of equipment, transfers etc. Billing starts at time booked regardless of late client arrival. The Studio may not be available for Clients arriving more than 1 hour late. The Client may cancel projects in writing at any time (sent to the Studio's email above). Any services performed beyond the deposit amount will be billed for and due in full upon cancellation.

Audio Production: multitrack recording \$60/hr (mono or stereo mastering/podcast/audiobook production \$90/hr). simultaneous script markup, video production and session musician services available for additional fee.

Video Production: shooting, editing and mastering \$90/hr (simultaneous multitrack audio billed for separately) Shoots are one camera (multiple angles may be combined in post). Multiple live cameras available for additional fee.

Web Design: general design \$90/hr, audio/video file insertion \$25, (google maps, twitter feed, contact forms \$50/ea) hosting/maintenance \$20/mo (billed annually) includes domain name, hosting, technical updates and Google Analytics. Domain names are owned by the Client, with the Studio listed as administrator. Basic search engine optimization (SEO) is included, based on keywords and Google Analytics. Search ranking is not guaranteed. It is the Client's sole responsibility to pay for additional SEO services such as Google Ad Words. The web design source code (the programming and assembly of the actual web pages) remains the property of the Studio and will not be transferred to the Client at any time. The Client retains full ownership and free use of all supplied design elements (raw text, photos, videos etc.) The Studio does not allow access to it's content management system or server.

Backups: Client must provide a USB hard drive for backup of their files after project completion so the files can be deleted from the Studio's drives. Studio not liable for Client data loss. Multiple backups highly recommended. Project files (Digital Performer projects, Final Cut Pro projects etc) will be backed up, but are locked and remain property of the Studio. Raw and completed files (including track exports) are fully owned by and may be freely used by Client.

Lessons: \$60/hr. The Client agrees to be present at the Studio for one 60 minute lesson every _____ Any changes to the above scheduled day and time must be mutually agreed upon via email. The terms outlined in General Polices above apply to lessons - but with lessons being billed for monthly in advance instead of deposits. Client must sign up for free Skype account as an alternative for lessons they cannot make due to bad weather, transportation issues etc. The Client must provide the Studio 60 days minimum notice via email if they wish to discontinue this agreement. The Client is responsible to pay for lessons during this period whether taken or not.

Legal: Client is solely responsible for obtaining all necessary clearance releases, permissions and/or waivers from any other rights holders, including licensors of copyrights, trademarks, intellectual property, shoot locations etc. that may be used in their production. The Studio will absolutely not be liable for any copyright issues or location issues.

Payment: payment is due in full upon completion of each session. \$50 fee for returned checks. Fee required for credit card payments (calculated at paypal-fee-calculator.com). Late balances are subject to compounding interest charges of 10% per month. No part of the project will be provided until balance and any late fees are paid in full. Payments are non-refundable and are an acknowledgement of full satisfaction with the service.

I fully understand and agree to all the terms and conditions outlined in the above agreement:

(In lieu of signature, agreement can be acknowledged and accepted via email or PayPal invoice attachment)

Parent/guardian must sign for those under 18 years of age and assume all Client responsibilities including payment.

Client: _____ Date: _____