

# Cigma Media - Booking Confirmation

13639 Freeport Rd., San Diego, CA 92129 | 858.484.0220

## Agreement for Voice Talent, Recording and/or Creative & Production Services

**Please confirm your booking by signing and returning this agreement by Fax or E-mail. Please call for Fax number.**

This agreement is between Cigma Media (*Studio*) and the Company or individual named below (*Client*). Your signature constitutes agreement to the terms and fees indicated below. All dates, terms and conditions indicated shall apply until changed by a new agreement. Client agrees that the Laws of California shall apply to this agreement, and Client agrees to submit to the jurisdiction of California to resolve any dispute that may arise as a result of this Contract. **We require a signed copy of this agreement and a suitable deposit or company P.O. Number before we can begin your session. We accept payment via PayPal or company check. A deposit may be required. Payment in full is due upon completion or delivery of materials unless noted otherwise.**

**A 3% SERVICE CHARGE WILL BE ADDED TO PAYPAL AND CREDIT CARD PAYMENTS.**

Today's Date: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Session Date: \_\_\_\_\_ Company: \_\_\_\_\_  
Session Time: \_\_\_\_\_ Address: \_\_\_\_\_  
On-site or Off-site: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Director (if any): \_\_\_\_\_ Phone: \_\_\_\_\_  
Phone Patch/ISDN: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
Project #: \_\_\_\_\_ Project Title: \_\_\_\_\_  
Project Details: \_\_\_\_\_  
Delivery format: \_\_\_\_\_ Delivery Method: \_\_\_\_\_

➤ **Client copy is due 24 hrs. prior to session. Email copy to [studio@voiceacting.com](mailto:studio@voiceacting.com)** <  
**Our standard page format is 12pt Arial, double spaced, 1" margins all around**

### Contracted Services & Rates:

**Voiceover Talent:** \_\_\_\_\_

**Talent Fee per voice for:** Principal: \$ \_\_\_\_\_ Secondary: \$ \_\_\_\_\_ Tag: \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Page/Project Rate:** If applicable (incl. talent fee, studio, and editing/production as requested) \$ \_\_\_\_\_

**Estimated Studio Time:** \_\_\_\_\_ Hourly: 125 X ?? hrs \$ \_\_\_\_\_

**Music:** \_\_\_ N/A \_\_\_ Library \_\_\_ Custom/Original License fee (estimated): \$ \_\_\_\_\_

**Other Fees (creative, etc):** \_\_\_\_\_ Rate: \$ \_\_\_\_\_

**FTP/Matls/Delivery:** \_\_\_ FTP \_\_\_ CD/DVD \_\_\_ Other \_\_\_\_\_ Delivery/Matls. Fee: \$ \_\_\_\_\_

Upload via FTP or 3<sup>rd</sup> party delivery is billed at 50% of studio time. CD/DVD can be FedEx overnight with your acct #.

**PROJECT ESTIMATE:** \_\_\_\_\_ **EST TOTAL CHARGES:** \$ \_\_\_\_\_

The charges outlined here are an estimate only, unless noted "FINAL". Actual charges may vary and will be detailed on your invoice or statement.

**DEPOSIT REQUIRED:** \_\_\_ Y \_\_\_ N **This deposit amount is required to guarantee this session:** \$ \_\_\_\_\_

**EST. BALANCE DUE:** \_\_\_\_\_ **Estimated balance due. Payable upon delivery of completed project:** \$ \_\_\_\_\_

**PREFERRED PAYMENT:** \_\_\_ Credit Card (MC/Visa ONLY) \_\_\_ PayPal \_\_\_ Invoice \_\_\_ Check

**A deposit is required to guarantee this booking.** Deposit may be paid using PayPal, MC or Visa credit card, or check in **U.S. funds only**. Invoiced work under company Purchase Order is due upon receipt, Net 15 days. **If your preferred payment is by PayPal or MC/Visa credit card, a 3% service fee will be added to your total invoice. Your signature below signifies your agreement to these terms and conditions.**

**RE-TAKES/DO-OVERS:** Up to 1 Re-takes or corrections to the original project at no additional charge.

A minimum \$50 session fee, plus studio time, shall apply for additional client changes after sign-off and delivery of original session. Additional talent fees and/or studio time may apply depending on the revisions required.

**CANCELLATION:** Either party may cancel this agreement with at least 24 hr notice by phone or in writing (except email.) A minimum \$100 session fee plus 50% of above talent fees shall apply to any session cancelled by client with less than 72 hours notice. If cancelled with less than 24 hours notice, the full estimated fee shall apply.

**Enter your Credit Card #, or attach Company P.O., or send deposit check payable to VoiceActing, LLC to guarantee this booking.**

\_\_\_\_\_**PO or Ref #:** \_\_\_\_\_ **Payment Terms:** Upon Delivery

\_\_\_\_\_**MC/Visa CC:** \_\_\_\_\_ **Exp:** \_\_\_\_\_ **CVC Code:** \_\_\_\_\_

**Name on Card PLEASE PRINT:** \_\_\_\_\_

**Billing Address for Card:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please verify the above, sign & date, then scan pg 1 and email as an attachment to [info@cigmamedia.com](mailto:info@cigmamedia.com) with a CC (copy) to:**

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**TERMS & CONDITIONS:** The following terms and conditions apply to the project specified on page one of this agreement.

1. **Net 30 Days:** All services and talent fees booked relating to this production under a company Purchase Order are due and payable on delivery, Net 30 days. All other payment methods are due and payable upon completion and delivery of final project.
2. **U.S. Funds:** All payments for talent fees and services rendered under this agreement shall be in U.S. funds. Client agrees to be responsible for any fees related to currency conversion of a non-U.S. currency into U.S. funds for payment under the terms of this agreement.
3. **Service Charge:** If Credit Card or PayPal is selected as the Preferred Payment option on page one, a 3% service charge shall be added to the total final invoice. This includes invoiced payment under a Purchase Order Number that will be paid by Credit Card or PayPal. There is no service charge for payments received by personal or company check.
4. **Deposit:** A Deposit may be required to guarantee this session. If a Deposit is required, the deposit must be at least 50% of the estimated total of studio time, services, and talent fees as indicated on page one. Client may pay deposit in any amount or pay the entire estimated charges in advance.
5. **Credit Card Requirement:** A valid credit card (MC or Visa) may be required for some first-time clients. If the Client's preferred payment option is other than Credit Card, their credit card may be used to verify funds or may be charged in the event that Client is late with payment via their preferred method.
6. **Invoiced Payments:** A company Purchase Order or other authorization is required for payments to be invoiced. Invoiced sessions are due and payable upon receipt, or Net 30 days. A late fee in the amount of \$25 per month may be charged for invoiced payments not received within 45 days. If payment is not received within 90 days, Client may be notified that their credit card will be charged to cover the invoice and late fees.
7. **PayPal:** If PayPal is the preferred payment option, payment for the invoiced total should be made as a "Send Money as a Gift" using the "send to family and friends option. Sent PayPal payments to [payment@voiceacting.com](mailto:payment@voiceacting.com).
8. **Re-takes and Do-overs:** Client shall be entitled to the number of re-takes or do-overs indicated on page one. A re-take or do-over is defined as a replacement recording of a portion of a project that was voiced or performed incorrectly by the Talent (i.e. mispronunciation, incorrect phrasing, or incorrect inflection), a technical issue (i.e. distortion, improper processing, or unacceptable recording quality), or that requires a re-mix of a full production. Re-takes and Do-overs are limited to replacements of portions of the original script or to the approved production.
9. **Client Changes:** It is assumed that all scripted copy is correct and accurate as of the beginning of the booked session. Any client changes in copy or production content after delivery of recorded tracks, and/or delivery of a completed production shall be subject to a minimum 50% session fee for changes in voiceover recordings, plus applicable studio time at our regular rate. In the case of major copy changes, the talent fee may require re-booking at the original rate for this project.
10. **Self-directed Sessions:** Client shall always have the option to participate in any voiceover session in-person at our studio, via a high-quality Internet connection, or via phone patch with telephone quality. Any session or production in which Client chooses to not participate in the session shall be defined as a "Self-directed Session" or SDS.
11. **Cancellation:** Either party may cancel this agreement with at least 24 hours notice by phone or in writing. Email is not acceptable as written cancellation. A minimum \$100 session fee plus 50% of above talent fees shall apply to any session cancelled by client with less than 72 hours notice. If cancelled with less than 24 hours notice, the full estimated fee on page one shall apply, including any service charge, and Client shall be billed for the cancelled services.

**Please verify the above, sign & date, then scan pg 1 and email as an attachment to [info@cigmamedia.com](mailto:info@cigmamedia.com) with a CC (copy) to:**