



## 1. Provisional Bookings

- 1.1. Pending receipt of written confirmation, any production time slot will be held for a maximum period of fourteen days.

## 2. Confirmation of Booking

- 2.1. The booking is considered confirmed upon receipt by Staying Alive (UK) Ltd (SAUK) (or their duly appointed agent) of written confirmation.
- 2.2. Written confirmation shall constitute acceptance by the Client of the Terms and Conditions, as set out by SAUK. Any variation must be agreed with Staying Alive and will only be accepted when confirmed in writing by a Director of SAUK.

## 3. Costing, Process and Timescale

- 3.1 Whiteboard animation, including all visual drawings, voiceover, HD video production.
- 3.2 Reasonable amends, which do not materially change the storyline, direction or script after the first draft has been produced. Includes up to 2 amends.
- 3.3 Trello board for monitoring production timeline, comments from clients, communication and image transfers.
- 3.4 Timescale: Week 1 - Script finalise and sign off | Week 2 - Storyboard, Assets, Record Voiceover and sign off storyboard | Week 3 - Production, 1st draft | Week 4 - Amends, finalise full sign-off, final payment and file transfer
- 3.5 Pricing: [insert price], which includes the proposed re-write of the script.

## 4. Payment

- 4.1 50% payment of the project fee is required upon receipt of the client's written confirmation for the administering and production of the project prior to commencement and is non refundable. 50% balance is due upon satisfactory completion. File transfer without watermark will be made once final payment has been received.
- 4.2 An invoice will be raised with requested direct bank transfer or paypal for payment. Work will commence once payment has been cleared.



## 5. General

- 5.1 SAUK cannot take responsibility for any situation beyond their control e.g. weather conditions, terrorist attacks, which may impact the delivery/format of the project. Staying Alive will be pleased to arrange alternative dates for the project should such an event occur.
- 5.2 SAUK will retain all intellectual property rights of the video, until paid for in full.

## 6. Postponement or Cancellation

- 6.1. A postponement or cancellation is only deemed effective when received in writing by Staying Alive (UK) Ltd at 29 Worth Crescent, Stourport-on-Severn, Worcestershire, DY13 8RR, United Kingdom or via email at [michael@stayingaliveuk.com](mailto:michael@stayingaliveuk.com) and acknowledged by a Director of SAUK.
- 6.2. Following receipt of written confirmation, in the event of a postponement or cancellation, after production has commenced fees will be levied as follows:  
  
2 to 4 weeks prior to the commencement of the training: 50% of the total fee  
0 to 2 weeks prior to the commencement of the training: 100% of the total fee
- 6.3. In the event of postponement or cancellation any expenses incurred in respect of the project will be charged.

## 7. Alterations and Amendments

- 7.1. SAUK reserves the right to cancel or vary any production where this becomes necessary due to circumstances beyond their control. In the unlikely event of such a cancellation by SAUK all monies will be refunded. SAUK will be as flexible as possible whilst delivering this production and will endeavour to work around your organisation's preferred schedule.

## Agreement I Staying Alive UK Ltd - [Client Name]

### 8. Declaration

- 8.1 I/We hereby agree to the activities as discussed and agreed in SAUK's proposal being undertaken by Staying Alive (UK) Ltd.

### 9. Signatories

Company:  
[Insert Client Name and Address]

Name: [Authorised signature name]

Date:

Signature:

Company:  
Staying Alive UK Ltd  
29 Worth Crescent, Stourport-on-Severn  
Worcestershire, DY13 8RR, United Kingdom

Name: Michael de Groot - Director

Date:

Signature: