

VOICE OVER PROPOSAL / SERVICE AGREEMENT

Your Name or d.b.a Company Name

Address / City / State / Zip

Phone: xxx-xxx-xxxx / Fax: xxx-xxx-xxxx

<http://www.yourdomain.com> / youremail@yourdomain.com

Thank you for the ability to offer this quote for voice over services. I look forward to working on your project. The objective here is to highlight the scope of your service request, the deliverables and our agreed to payment terms. If accepted, please signed and return this proposal. It will then convert to that of a working contractual agreement between us with all terms agreed to herein.

John or Jane Doe

Project Client: _____

Title of Project: _____

Requested Service: _____

Script/Copy: Client is to supply a final, approved script and/or copy as a word .doc, or pdf

License and Ownership: All rights to the final voice over shall be that of the client, once the invoice has been paid in full. However a standard voice over credit shall apply to all private and public use.

Delivery: Final voice content will be delivered as (___) master zip file, containing (___) mp3 and/or wav files which ever the client requests.

Approval: Client will have (5) five working days from receipt of the tracks to approve all content.

Recuts: Within the 5-day period, client can request voice track recuts for content voiced in error by the talent. Unreasonable recut requests, such as changes made to the original script after recording, or change in direction will be billed at \$_____. If no recuts, or corrections are required, delivered content shall be considered as the final and the agreement will be complete in it's entirety.

Quote: The quote for this project will be US \$_____.

Payment: This project will require a \$_____ deposit with the balance of US \$_____ due upon delivery of the final voice tracks.

Payment Methods: Payments can be made by company check, credit and/or debt / credit card using my PayPal Merchant Account payable to; my email@yourdomain.com

I've read this proposal, accept the quote and it's conditions herein. I do request this quote be executed as that of a contractual agreement validated by my signature below. Payment will be handled as outlined herein.

Title: _____ **Date:** ____/____/____

Printed Name: _____ **Signature:** _____