



## Legal Videography Contract

Caption \_\_\_\_\_

Date of Recording \_\_\_\_\_ Start Time \_\_\_\_\_ Case# \_\_\_\_\_ Court Action \_\_\_\_\_

Location Info \_\_\_\_\_

Recording Location Address/es \_\_\_\_\_

Location Phone \_\_\_\_\_ Contact at Location \_\_\_\_\_

Ordering Attorney \_\_\_\_\_ FirmName \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Ordering Contact Name \_\_\_\_\_ Length of Final Video \_\_\_\_\_ minutes

Product: Testimonial \_\_, Accident Site \_\_, Work Site \_\_, Victim Injury Reporting \_\_,

Legal Settlement \_\_, Documentary for Mediation/Trial \_\_, Day in the Life \_\_,

Jury Persuasion \_\_, Other: \_\_\_\_\_

Special Requests/Notes: \_\_\_\_\_

\*If there are any changes in the schedule, notify us immediately. We suggest you call us one week before the Recording Date to confirm all arrangements. A final Invoice will be sent immediately following Recording.

### Payments below are required:

\$ \_\_\_\_\_ **Estimated Charges – Services** (Hourly \_\_\_\_/hr est.hrs \_\_\_\_)

\$ \_\_\_\_\_ **Rush Fee (3-5 days \_\_)**

\$ \_\_\_\_\_ **Tax** (State of NC 8.75%)

\$ \_\_\_\_\_ **Estimated Travelling Fee** \*(If further than 30 miles)

\*Remainder will be invoiced/billed prior to delivery of final product

\$ \_\_\_\_\_ **Estimated Due** \*(Please Make Checks Payable to "JON DUPLESSIS")

### Payment Schedule:

\$ 500.00 **Deposit on Acceptance of this Contract (1<sup>st</sup> Hour)**

\$ \_\_\_\_\_ **50% of Remaining Balance** 14 Days Before Recording Date

\$ \_\_\_\_\_ **Balance** 2 Days Before Recording Date

Ordering Attorney \_\_\_\_\_ Signature \_\_\_\_\_

\*\*Select: DVD \_\_\_\_\_ or MP4-File \_\_\_\_\_ Date \_\_\_\_\_

Videographer \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

## Legal Deposition Videography Contract



- It is understood that “**AccentProMedia**” is the exclusive official videographer retained to perform the videographic services requested on this contract.
- No part of any order will be delivered until the balance is paid in full.
- We require a \$500.00 deposit that is non-refundable to reserve your Recording.
- Legal Videography Rates - \$500,00 for 1<sup>st</sup> hour – includes setup/breakdown time), Additional Hourly Rate/Charge as agreed or Flat Rate Fee for Complete Project Applies.
- At least 50% of balance is due two weeks (14 days) prior to Recording Date and remaining balance due 2 days prior to Recording Date for Estimated Charges. Final Invoicing will occur for any further expenses incurred.
- All payments should be by cashiers- or business check made payable to: “**Jon Duplessis**”.
- There will be a \$25.00 fee on all returned checks.
- Final Video Project length may be 30 seconds longer or shorter than per original order.
- Additional travel fees will apply for Recording locations further than 30 miles from our Office Location at 8401 Sarensen Ct, Wilmington, NC, 28412. Additional reasonable travel expenses will be invoiced with Final Invoice to ordering attorney/firm immediately following Recording Date as to allow payment prior to delivery of final product.
- Please allow 4-6 weeks following the Recording Date for final product delivery. RUSH Fee - \$400 (3-5 days turnaround). Rush Processing MUST be arranged at signing of original order. No RUSH service will be guaranteed after original booking was made.
- Ordering Attorney/Firm is entitled to One DVD or MP4 File per order. Additional DVD’s - \$100 each, Additional MP4 Files - Flash Drive - \$150 each.
- Completed Project Videos remain the exclusive property of “**AccentProMedia**” and will only be kept on file for 1 year following Recording Date.
- Once the account has been settled in full, videos and final products ordered will be available. RUSH orders – Final invoice balance due immediately upon delivery.
- “**AccentProMedia**” takes utmost care with respect to the capture and editing of all digital media. However, in the event we fail to comply with the terms of this contract, due to any event or act outside our control, our liability is limited to refund of Service Fees only. Deposit, travel and other expenses will NOT be reimbursed.

The terms of this contract are accepted by:

Ordering Attorney \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

Videographer \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_