



CONTRACT

Contact Information

Name:	
Address:	
Home Phone:	
Cell Phone:	
E-mail:	

Information about Event

Occasion:	
Date and time of Occasion:	
Honoree Name(s):	
Inside, Outside, or both:	
Coverage Start Time:	
Coverage End Time:	
Estimated # of Guests:	
Ceremony Address:	
Reception Address	
Event Coordinator Contact information	



Package Options: Please Select Below.

	Classic	Premium	Legacy
Camera	<p>One Professional Sony Camera handheld or stationary + LED Lights + Pro audio for event including: Wireless Lav Microphone Audio Recorder + 1 Minute Highlight Video Perfect for FB or Instagram + Full Video Approximately 60-90 minutes + Digital copy to save on the cloud + Hard copy custom DVD with chapter markers for easy navigation</p>	<p>Multiple camera's, multiple lenses, on full stabilization gimbal system + Pro audio for event including: Wireless Lav Microphone Handheld Microphone Audio Recorder + 3-4 Minute Highlight Full Video approx. 90-120 Minutes + Digital copy to save on the cloud + Hard copy custom DVD with chapter markers for easy navigation</p>	<p>Multiple camera's, multiple lenses, on full stabilization gimbal system + Multi Camera Editing for Event + Pro audio for event including: Wireless Lavalier Microphone Handheld Microphone Audio Recorder + 3-5 Minute Highlight Full Video approx. 120-190 Minutes + Digital copy to save on the cloud + Hard copy custom DVD with chapter markers for easy navigation + Time-lapse Photography Sequence + Drone (With permission from venue)</p>
Hours	3 hours of coverage	5 Hours of coverage	8 hours of video coverage
Deliverables	DVD	Blu Ray	USB
Price	\$899	\$1899	\$2899
Star Choice:			

Documented Video Productions
 David Hercenberg, Owner/Operator, Documentedvideo.com@gmail.com
 6909 Copperbend Lane Baltimore, MD 21209
 443.845.5554
www.DocumentedVideo.com



Requested music for highlights

Fast Song: 1st Choice

Artist:

Name:

Fast Song: 2nd Choice

Artist:

Name:

Slow Song: 1st Choice

Artist:

Name:

Slow Song: 2nd Choice

Artist:

Name:



Additional Services

Check box(es) below to add to package.

Drone Coverage
\$175

- Aerial HD angle
- Built in stabilizer and gimbal
- Great for photo sessions
- Edited into video

Photo Session
\$250

- Photograph event
- Provide pictures on USB or DVD
- Professional quality DSLR camera

Equipment Rental

- DVD player: \$50
- 10x10 projection screen: \$150
- LED Projector: \$150
- 50 ft. cables and adapters: \$50

Blue Ray Disc
\$50

- Custom printed cover
- Packaging and postage
- Video menu navigation
- Includes event video in full HD

DVD Disc
\$20

- Custom printed cover
- Packaging and postage
- Video menu navigation
- Includes full event on DVD

USB of Event
\$25

- Full event in HD
- Highlights in HD
- Chapter marker navigation

Photo Montage
\$300

- Up to 400 images
- Edit music, text, and animation
- Export and upload online
- DVD of photo montage

"Thank you" Video
\$200

- Rather than writing hundreds of thank you notes, say it in a video!
- Videos can be uploaded online for sharing

Event Video Invitation
\$300

- Create a custom invitation
- Filming and editing included
- 1 minute in length

**Cassette Tape to digital
CD USB or MP3**
\$25

- Play audio tape in real time
- Capture media onto computer
- Convert and burn onto CD
- Digital file on dropbox

Mini DV/Hi-8 to DVD
\$25

- Play VHS tape in Real Time
- Capture media onto computer
- Convert and burn onto disc
- USB or external hard drive optional
- Optional share online

VHS to DVD
\$25

- Play VHS tape in real time
- Capture media onto computer
- Convert and burn onto DVD
- USB or external hard drive optional
- Optional share online

 Total (Additional Services): \$ _____



Referral Review Program: Complete this form, and you will receive \$50 towards your next event with Documented Video Productions!

How would you grade your video services? Circle one: A B C D E F

Did you enjoy the music selection? _____

Would you refer this videographer to anyone else?

Circle one: Yes No

If yes, please write 3 contacts below:

Name:

Email:	
Phone:	

Name:

Email:	
Phone:	

Name:

Email:	
Phone:	



Disclaimer:

- Videographer will maintain proper decorum in regard to volume, language, dress, etc. at all times.
- Videographer makes every effort to fulfill commitment, but cannot perform outside causes beyond videographer's control.
- Documented Video Productions is permitted to use video media online for promotional purposes.
- Videographer must be informed as to any potential problems including inclement weather, alternative locations, electrical power availability, civil disturbance, etc. Documented Video Productions is not responsible to film under inclement weather conditions, which could damage the integrity of video equipment.
- Videographer reserves the right to cancel or reschedule engagement in the event of catastrophic accident, illness, transportation problems, or other unforeseen difficulties, which could arise as an "Act of God."
- Final video length is dependent upon duration of ceremony, speeches and various traditions at event.
- Average turn around time is 1-4 months depending on package and time of year of event.
- If videographer does not arrive as scheduled you are entitled to refund of deposit.
- Documented Video Productions carries general liability insurance and can supply to venue by request.
- Food and décor clips are not always featured in video unless requested ahead of time.
- In the event the venue has valet parking Documented Video reserves the right to utilize services to help load and unload gear.
- In the event of postponement or cancellation 90 days or less before event, the deposits paid are non-refundable.
- In the event of divorce or unforeseen situation after event, remaining balance must still be paid in full.
- Documented Video Productions will make every effort to ensure proper production of acceptable video images. However, in the event of equipment or other failures, should Documented Video Productions fail to comply with this contract, Documented Video Productions is only limited to a refund of deposits.
- Additional edits upon request can be made, however additional charges may incur.
- Duplication of this video is prohibited. All copies are to be made by Documented Video Productions.
- Videographer will make every effort to ensure a smooth, timely, and enjoyable engagement.

Our Revision Policy:

When watching your film for the first time please make sure there are no technical errors. After delivery Documented Video Productions needs to be informed of any desired changes within 14 days. If deemed by Documented Video Productions to be subjective or creative modifications client will be billed \$250 for up to an hour of re-editing, \$100/hr after 1st hour. After 14 days of delivery an additional \$500.00 will be charged to re-capture footage or recover from archive.

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Payment Terms

Select 1 Option Below.

Option 1:

Paid in full 30 days prior to event.

- Total fee estimated including add-on options:
\$ _____

Option 2:

Deposit of 50% of the total due immediately, and 50% remaining balance due the day of the event.

- One-half total fee \$ _____ due now.
- One-half total fee \$ _____ plus any overtime hours due at conclusion of reception.

Please send event invitation along with signed contract to be featured on custom DVD cover.

Contract is accepted by:

Client: _____ **Date:** _____

Videographer: _____ **Date:** _____

The above named persons who have signed this form hereby agree to engage Documented Video Productions for video graphic services for the events selected based on the terms herein. Once your deposit has been received, Documented Video Productions will sign and return a copy of the agreement for your records.

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