

# LETTER OF AGREEMENT

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1. This is a letter of agreement between

**[Your company]**, hereinafter referred to as **PRODUCER**,

And **[Clients Company]**, hereinafter referred to as the **CLIENT**,  
for a video production hereinafter referred to as the **PROJECT**.

2. The **Producer** offers to produce the **Project** for the **Client** in exchange for the agreed amount stated in quote; in the event that the production costs exceed the quoted budget and any other dated reason not expressly provided for herein the written consent of the client be obtained in respect of that amount. The **Producer** warrants that the production shall cost no more than the total budget quoted, except as expressly provided in clauses 3,5 & 6 of this agreement without written consent of the **Client**. The **Producer** reserves the right to increase, not decrease the said total amount, if unexpected delays or alterations have added to the time and complication of the **Project**.

3. The **Project** is to be **[project completed outcome eg. 1x 30min Video, for the purpose of promotion]**. Should the agreed length of these videos be extended by the **Client**, the Producer is entitled to adjust the amount quoted to suit.

4. The **Client** shall approve the submitted quote by the **Producer** in writing in advance of the commencement of the production of the **Project**.

5. The **Producer** shall submit production schedule to the **Client** for approval. Once the said production schedule is approved in writing, any deviation or delay caused by the **Client** shall be considered unreasonable and any costs for said delays shall be charged to the production budget over and above the original total of the said budget.

6. The **Producer** is to provide the **Client** with an outline script of **Project** prior to the actual start of production. The **Client** shall have the right to approve or change the said outline script. Any changes by the **Client** may affect the final billing of the **Project**.

7. The **Producer** shall exercise sole discretion in the hiring and firing of cast, crew and other production staff and of the supply and

hire of all production equipment. The **Producer** ensures the highest possible standards of production for the specified budget.

8. The **Producer** agrees to supply all original video footage to the **Client** on completion of the Project. The **Client** shall have sole ownership of the said video footage.

9. The **Producer** agrees to provide a finished version of the **Project** to the **Client** on an agreed date.

10. The **Client** agrees to make payments to the Producer as stipulated in quote.

- a) [Specified amount in dollars] upfront to confirm project
- b) [Specified amount in dollars] on completion of rough cut
- c) [Specified amount in dollars] balance upon delivery to Client of finished Project

11. There are no other agreements or codicils relative to this **Project** between either of the parties hereto either verbally or in writing and this document constitutes the entirety of the agreement.

I have read, understand and agree with every provision of this agreement and by my signature, hereby certify that I accept and agree to abide by them and that I am competent and legally qualified to enter in such an agreement.

PRODUCER

Signed by..... on.....

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CLIENT

Signed by..... on .....

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