

Please note that the following terms relate to every recording job that is briefed in by the party commissioning the work (referred to henceforth as the "Client") for the services of *Voice Artist Kav* (referred to henceforth as the "Supplier"), irrespective of said job spec, which may then require additional terms be committed to before commencing any production OR project administration.

The following terms will be deemed binding upon commencement of project briefing, and by accepting the respective job invoice (or *quote*, used synonymously in all henceforth Supplier communications) you will be accepting these terms in their entirety - unless otherwise agreed upon in writing with the Supplier. Please acknowledge the below terms by signing in full at the bottom of this document and submitting to the Supplier before any production or administrative work can proceed further.

- 1) No production or further administration work will be conducted without the Client first signing off an invoice after briefing.
- 2) A deposit of 50% of the invoice value is required upfront before any recording and production can begin.
- 3) Costs are inclusive of relevant months of usage rights for each script recorded, as will be stipulated on the respective invoices.
- 4) Extended usage for each ADDITIONAL period, or part thereof, requires additional usage charge, which will also be stipulated at the point of invoicing.
- 5) On completion of a recording job, a watermarked version of the final recording(s) will be shared for proof by the Client, with a maximum of 2 reverts being permitted by the Supplier.
- 6) The final, full usage version of the specific job recording(s) will be released upon the balance of the invoice being paid in full.
- 7) If, however, the Client is unable to settle the 50% balance immediately upon project completion, the recording(s) will be released to the Client in a gesture of goodwill - on the condition that the Client will settle final payment within a maximum of 30 days from the date of the Supplier delivering the invoice to the Client.
- 8) Invoices include basic post production editing and cleaning before sharing final voice overs (VOs).
- 9) Rejection of any recorded VO from any script provided by the Client, results in 100% of the TOTAL performance fee being paid
- 10) Acceptance of any invoice indicates acceptance of the costs stipulated therein and grants full approval for production to commence.
- 11) Any changes to the nature and scope of the job initially briefed in will result in an additional revised invoice to the Client.
- 12) All invoices shall remain valid for 14 days from the date of preparation thereof.
- 13) While all final recorded materials may remain the intellectual property of the Client, the Client shall hereby permit the Supplier to make use of this final material in the Supplier's own marketing efforts across whatever channels desired (social media, online, out-of-home, offline, in-person) in any and all final forms of production (including video files WITH the voice over, the voice over audio file, or other branded content).

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**Signature Approval**

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**Approver**

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**Date**