



White Board / Animated Video Agreement / Invoice

Sac City Tech's goal is to ensure you, the Client, are delighted with our service. One way we accomplish this is by making sure both parties have a clear understanding of what is to be expected. This agreement outlines both what you as the Client can expect from Sac City Tech and what we as the Service Company can expect from you.

Description of Work

The purpose of this project is to create a White Board Video of up to 2 Minutes (75 words per 30 seconds)

Sac City Tech Expectations of client

- Client to provide a Text Script with a max number of 300 Words
- Client to provide any High Resolutions Logos or Images the client chooses to provide (Limit 5)
- Music Style Preference (Slow, Fast, Happy, etc.)
- Written Permission from copyright owner for any files not owned by the client
- Client to be available for feedback to Sac City Tech as needed. If delays occur, delivery date will extend out 1 day for each day of delay (2-3 days if a holiday or weekend is involved)
- Client to provide specific preferences, if any, up front such as colors, fonts, etc. to help Sac City Tech produce a video to your liking with 0 to minimal revisions required. Maximum of 3 revisions unless otherwise noted with the exception of mistakes made by Sac City Tech such as Typos, spelling issues, etc.

Client Expectations of Sac City Tech

- White Board / Animated Video up to 2 minutes with hand drawing and/or various effects
- Royalty Free Background Music
- Royalty Free Images as appropriate
- Client Provided Images if any
- Voice Over included if provided by client, otherwise additional fee will be required.

Other Services

Any work not described above will be quoted separately.

Timeline & Finished Product

The project as described above in the description of work will be completed within 5 to 7 business days from the date of this invoice/agreement.

Sac City Tech will design and create a video based on the script and any files provided by the client. Up to 3 revisions will be allowed during the review process before final product is accepted. Revisions do not include full redesign or major changes. In process review versions will contain the text "PREVIEW" on one more slides indicating review feedback is still required. When requesting a revision, client is expected to provide as much detail as possible. If revision requests are complex, excessive, and/or exceed the max number of 3, additional cost may be incurred and will be due and payable before the final revision is delivered electronically via email.

Payment Terms

Payment In Advance..... \$ 229.00

Permissions, Releases and Terms

The Client agrees to indemnify and hold harmless the Sac City Tech, it's owners, affiliates, etc. against any and all claims including but not limited to damages, costs, and expenses, including attorney's fees, due to materials included in the Work at the request of the Client for which no copyright permission or previous release was requested or uses which exceed the uses allowed pursuant to a permission or release. Client also agrees to hold Sac City Tech, owners and affiliates harmless of any damages or lack of results due to the use of it's videos.

Payment is due in advance to begin work and is non-refundable due to time involved to setup and process unless Sac City Tech does not deliver the paid for services and/or products. \$25 fee for non-sufficient Funds on checks if accepted. Full payment is due at time of order if less than \$1000 and is not refundable unless Sac City Tech fails to deliver.

Once the final revision has be accepted and delivered, this project will be considered complete and any further revisions, changes, updates, etc. will require a new bid and agreement.

Sac City Tech reserves the right to use the video for portfolio and promotional examples of our work.

NOTE: This form will be considered electronically signed by each party if paid via PayPal or other payment method. Cash payments require a signed/dated copy.

The undersigned agrees to the terms of this agreement on behalf of his or her organization or business.

Client: _____ Date: _____
(Signature)

(Print Name)

Sac City Tech: _____ Date: _____
(Signature)

(Print Name)