



Fax Completed Form to:
(503) 427-7943 - FAX
 Engaging Media, Corp.
 2852 Willamette St. #241
 Eugene, OR 97405
 (503) 595-5550 - Office

Agreement & Order Form

We've simplified the production process to guarantee you the highest level of satisfaction at the best price:

Five Step Production Process:

Step #1 We conduct an interview to assess the intended results, creative elements, the project's timeline and deliverables.

Step #2 We draft an outline/script, invite your input and approval.

Step #3 We assemble still images and videotape sound bites, testimonials and other footage, as required, and record voice-overs.

Step #4 We edit the production, invite your input and approval.

Step #5 We provide you with web links, use of our trackable email system and two DVD masters of your final production.

Timelines & Deliverables

Where EMC is contracted to undertake production, Client and/or Advertising Agency must provide approved artwork or other materials in an acceptable format within 7 days of agreed start date. If production is delayed due to artwork or materials, Client or Advertising Agency remains responsible for payment of contracted amount per contract period(s).

Changes

Client and/or Ad Agency are entitled to two sets of creative changes without additional charge during the course of production. Subsequent requests for changes may entail additional charges at EMC's hourly production rate of \$200 per hour plus any associated talent fees.

Video Production

EMC's packages anticipate a half-day of video shooting at a single location. Fees for additional Client and/or Ad Agency requested production shoots and locations will be quoted by EMC, agreed to by the parties in writing and attached to this document.

Additional Footage/Production Discounts

EMC is assembling a library of "how to" and other informational video content that it will package and market under various branded titles, including "8-Minute Coach." Clients can receive substantial discounts by allowing EMC to retain ownership and usage rights to the footage.

Footage Rights & Usage

Client and/or Advertising Agency understands that EMC retains ownership and usage rights to all original video footage and that it has been produced for non-broadcast exhibition only, unless otherwise

Deposits & Payments

Video Brochures & Documericals require a 50% upfront payment, due upon signature of this agreement. Another 25% is due upon Client's receipt of the outline/script. The remaining 25% is due upon delivery of the finished production. *eVideo PostCards* require a quoted advance payment, plus monthly hosting/consulting fees, as outlined below.

Web Hosting

We utilize special servers that are optimized for video playback. Hosting is included in your package, unless otherwise stipulated.

Voiceover & On-Camera Talent

EMCEMC works with a large roster of professional voice-over and on-camera spokespersons. We will recommend a selection of talent for you to choose from.

Music & Stills

We access many of the best royalty free music and image libraries in the course of creating your production. However, Clients are responsible for providing product images. Photo shoots can also be arranged.

Additional Copies

Fees for additional copies are based on quantities ordered from our rate card.

Default

Failure to make any payment as herein provided shall, at EMC's option, be deemed a complete and fundamental breach by Client or Advertising Agency of this contract, and upon any such failure the full amount of the remaining installments shall immediately become due and payable, and in the event of failure to make payment thereof on demand, EMC is authorized, but not obligated to remove the Video from any or all of the servers and locations covered by this contract.

Project Description	Length	Base Cost	Discounts	Net Fee	Terms/Method

Media Consultant: _____
 (Print Name of Media Consultant)

Accepted by: _____
 (Print Name of Authorized EMC Manager)

 (Signature of Authorized EMC Manager)

Client/Agency Billing Address:

Phone: (____) _____ Cell/Alt#: (____) _____

Client _____
 (Print Name of Client/Advertiser)

Advertising Agency _____
 (Print Name of Advertising Agency)

Representative _____
 (Print Name of Authorized Representative)

X _____ / ____ / ____
 (Signature of Authorized Representative) (Date)

Fax: (____) _____ Email: _____