



ENGAGING MEDIA

Fax Completed Form to:
(503) 227-2369 - FAX
Engaging Media, Inc.
4710 SW Kelly Ave. #200
Portland, OR 97239
(503) 595-5550 - Office

Production Agreement & Order Form

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

Four Step Production Process:
Step #1 We conduct a pre-interview with you by phone to assess the intended results, discuss questions and creative elements.
Step #2 On your shoot day you meet with our production team to review any last minute items.
Step #3 You are in front of the cameras sharing your compelling story and/or information.
Step #4 Within two weeks of your production you get copies, web links and access to our pay-per-view software .

Timelines & Deliverables

Where EMI is contracted to undertake production, Client and/or Advertising Agency must provide approved artwork or other materials in an acceptable format seven days prior to the production date. If production is delayed due to artwork or materials, Client or Advertising Agency remains responsible for payment of contracted amount.

Changes

Client and/or Ad Agency are entitled to one set of minor creative changes without additional charge during the course of production. Minor changes are defined as edit pull ups, audio deletions, adding or changing up to two graphic images, titles, or music cues. Subsequent requests for changes may entail additional charges at EMI's hourly production rate of \$250 per hour plus any associated talent fees.

Video Production

EMI's in-studio productions anticipate no more than one hour in front of the camera(s). On location documentary-style productions anticipate a single eight hour day of shooting at no more than three locations that are in close proximity. Fees for additional Client and/or Ad Agency requested production shoots and locations will be quoted by EMI and agreed to by the parties in writing and attached to this document.

Footage Rights & Usage

EMI 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." Client and/or Advertising Agency understand that EMI retains usage rights to all original video footage in perpetuity.

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.

Payments/Cancellations

Your production fee is due in full when you register. Cancellations may be made at no cost within 5 days of registration. Cancellations may be made for a \$500 fee 6 days or more after registration and up to 90 days prior to the production date. Production registration may not be cancelled and no refunds will be given less than 90 days before the Production date unless purchase was made within 5 days.

Rescheduling/Exchanges

Production appointments may not be rescheduled less than 30 days before the Production date. You may reschedule the Production appointment, date and/or city or apply the value of the Production package at no cost within 5 days of registration and subject to availability. You may reschedule the Production appointment, date and/or city or apply the value of the Production package to another one for a \$50 fee 6 days or more after registration and up to 90 days prior to the Production date. You may reschedule the Production appointment, date and/or city or apply the value of the Production package to another one for a \$300 fee 89-31 days prior to the Production date.

Web Hosting/Pay-per-view

We utilize special servers and pay-per-view software that is optimized for video playback and commerce. EMI shall receive 25% of revenue derived from pay-per-view sales. Hosting is included in your package, unless otherwise stipulated.

Voiceover & On-Camera Talent

EMI will provide your production with a professional on-camera host and/or voice-over talent from our extensive roster.

Additional Copies

You receive 50 DVD copies of your production with your package. Additional copies are based on quantities ordered from our rate card.

Table with 6 columns: Project Description, City, Date, Time, Cost, Payment Method

Credit Card Type Card# Exp. Date Security #

Media Consultant: (Print Name of Media Consultant) Client (Print Name of Client)

Client Billing Address: X (Signature of Authorized Representative) (Date)

Phone: () Cell/Alt#: () Fax: () Email: