

DIGITAL CIRCLE CREATIVE GROUP

Wedding Contract 

DATE:

DATE OF WEDDING:

PLEASE RETURN ORIGINAL COPY TO DIGITAL CIRCLE

Main Contact:	Wedding Planner:
Contact Address:	Contact Phone:
Contact Phone:	Contact Person/Phone on Wedding Date:
Email:	Date of Meeting:

Bride's Name:	Family/Friends Issues to be aware of:
Groom's Name:	
CEREMONY:	Parking Information for Locations:
Time:	
Address:	
Phone:	
Type of Service:	
RECEPTION:	Photographer:
Time:	Florist:
Address:	DJ/Band:
Phone:	Caterer:
PACKAGE:	Quoted Price: \$
Special Features:	Negotiated Extras & Package Notes:
Signatures Option (add'l \$50): YES NO	
Rush (4 week turnaround) (plus 10%): YES NO \$	
Extra Copies (\$20 each): DVD VHS \$	
Through the Years Photos Quantity:	
DVD Packaging Chosen:	Approval for Demo Use: YES NO

The client has submitted a hold payment of \$_____, and will submit a deposit of \$_____ with a balance of \$_____ due before delivery of final DVDs . If the client is not satisfied with the completed video due to errors by Digital Circle, they may ask for a corrected version free of charge. If at any time or for any other reason the client requests changes to the design, layout, or edit they understand additional charges apply. Contract notes and specifications are outlined on the Terms page.

Client Signature: _____ Digital Circle Signature: _____

Printed Name: _____ Printed Name: _____

Date: _____ Date: _____

OFFICE USE ONLY:	Balance Due & Date:
Holding Deposit Date:	Balance Paid Date:
Deposit Date:	Delivery Date:

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TERMINATION

If the client terminates this contract 3 months or less before the scheduled wedding date, DCCG will hold the deposit and work-in-progress, but will not require the balance due.

If the client terminates this contract more than 3 months before the scheduled wedding date, DCCG will refund half of the initial deposit (not including the holding deposit). The \$100 holding deposit is not refundable at any time.

If the termination is by DCCG at any time, DCCG will return the entire deposit to the client. Upon termination of this agreement, any additional charges, such as projector or additional equipment rentals, become due and payable within thirty (30) days.

BILLING & PAYMENTS

Packages will be billed according to DCCG's package rates at the time of this contract signing. If there are edits, features, or design work requested by the client in addition to what is included in the package details, extra time will be billed in fifteen (15) minute increments according to DCCG's current rate card. DCCG's estimates will be based on the rates in effect at the time the services are performed.

Mileage will be charged at 40¢ per mile beyond 35 miles from downtown Seattle.

Overdue charges of more than thirty (30) days from the completed submission date may be subject to interest charges of 1.5% (one and one half percent) per month. If any amount remains outstanding for more than sixty (60) days, DCCG reserves the right to terminate this agreement. Should collection proceedings be required, the client will be liable for all collection costs, including DCCG's reasonable attorneys' fees and court costs.

The client agrees to pay 50% of the total package cost upon signing this contract. This must take place at least three (3) months before the scheduled wedding date. The remaining 50% is due immediately upon DCCG's delivery of the final DVDs.

An additional 5% fee is due if the client chooses to pay via credit card.

CLIENT SUPPLIED

The client agrees to supply a complete itinerary to DCCG before the date of the wedding. This is to be supplied by a member of the wedding party or the wedding planner. The agenda, arrival time, and departure time are to be discussed and decided upon before the wedding date. Included in this itinerary shall be dinner arrangements, either for DCCG's crew to: _____ eat with dinner guests at the same dinner time, _____ eat separately at the same dinner time, _____ or be given ample time to arrange for dinner independently.

It is preferable for "through the years" photos to be supplied digitally (numbered in desired sequence), so DCCG does not assume responsibility for the client's original photos. Photos are to be supplied as TIF files if possible. If not, JPGs are acceptable. The minimum scan resolution is 100dpi, and maximum is 200dpi. A good rule of thumb is for the final file to be approximately 1MB (for a single photo).

If it is not possible to provide digital files, the client agrees to provide original photos in an organized and numbered sequence and acknowledges the return of photos with the delivery of the final DVDs.

DELIVERY

DCCG will make every effort to deliver a final product in a timely manner- within 12-16 weeks of the wedding date. Typically wedding tapes are loaded onto a hard drive and assembled into a loose framework right away. After that, each wedding takes several weeks to edit together depending on the complexity of the day's events and special features selected. This editing process begins as soon as we receive all music, photos, and other materials from our brides and grooms. When the video is complete, an approval copy is delivered for the bride and groom to check for errors, and JPGs of the disc packaging are emailed. With a final stamp of approval, we begin the printing and duplication process. Only minor corrections are allowed in our schedule- more complex editing or revisions require additional cost and time to complete.

Depending on the time of year, each wedding can take longer to complete. During the months of May-Sept we are booked most weekends, and toward the end of the year it might take a few months to get your wedding through the editing schedule due to a longer queue list.

We make every effort to efficiently complete each wedding without sacrificing attention to detail. We very much appreciate your patience and promptness in supplying needed materials.

RIGHTS & NOTICES

All rights are reserved for DCCG, including, but not limited to, composites, rough edits, and other preliminary materials; All concepts, processes, information, and other works used in, created for, or arising from the services, including all rights of ownership and copyright are reserved for DCCG. The client agrees to indemnify and hold harmless DCCG against any and all claims, costs, and expenses, including attorney's fees, due to a third party's materials included in the work at the request of the client for which no copyright permission or privacy release was requested. A copyright notice shall accompany the finished product and all reproductions. Any duplication of the product without written consent of DCCG constitutes a breach of this agreement and an infringement of copyright laws.

DCCG INITIALS: _____ CLIENT INITIALS: _____