

Vaughan Wood Audio Video Event Video Booking Form

Name of Client: _____
Home Address: _____
Suburb/Town: _____ **Postcode:** _____
Phone (Home): _____
Contact Name _____ **Ph. (if different):** _____

Event

Production Funded by...(Please Circle)

- a. Direct quote of \$.....
 b. by minimum number of units.....

including (Extras) _____

Date of Event: _____

Venue: _____

Time Video Required: _____ **Ph No.** _____

Cameras Required: 1 or 2 (please Circle)

Function Start Time: _____

Function Finish Time: _____

Other Options Required: _____
 (please specify) _____
 e.g. photos or make-up shots _____

No of Copies Supplied: Single DVDs \$25 each _____ Double DVD sets \$35 each _____

(Please note: For quantities of 100 or more, please deduct \$5 each from these prices.)

We accept Visa/Mastercard/AmEx for all deposits and payments.

Deposit Amount \$ _____ cash / cheque / card
 Cardholder's Name _____ (Please Print)
 Card No. _____ Exp ____ / ____

I/We have read, understood and signed the conditions on the back of this form, & include our deposit by cash/cheque/card.

Signed _____

Please Post or Fax this form to

**Vaughan Wood Audio Video
12 Ebb Street
ASPENDALE Vic 3195**

A receipted copy will be posted back to you within a week.

OFFICE USE ONLY

PACKAGE \$ _____
 \$ _____
 \$ _____
 COPIES DVD \$ _____
TOTAL \$ _____
 DEPOSIT \$ _____
BALANCE \$ _____

DEPOSIT RECEIVED BY

_____ / /

TERMS AND CONDITIONS

1. I/We enclose deposit of \$300 to book the services of Vaughan Wood AV.
2. Balance of monies due are payable, at latest, upon completion of video editing. Monies owed on videos not collected 30 days after editing completion will attract interest @ 3% per month.
3. In the event of cancellation the deposit is non-refundable, but if a contractor is NOT involved, we will transfer it to another date.
4. The best available equipment & services are incorporated in the production of our videos and DVD's. Liability will be limited to full refund of monies paid should a non-attendance or malfunction occur, providing the video has not left VWAV's premises.

I/We have read, understood and agree to the above conditions....

Signed _____ Date _____
