

## Deva Productions Policies and Guidelines

### Payment

Payment is due in full at the end of each session. Personal & business checks, money orders, Visa/MC and cash are acceptable forms of payment. Master recordings or reference disks will not be released to the client until all accounts are paid in full.

### Cancellation and Studio Minimum

Cancellations made with less than 48 hours will be subject to a flat fee of \$75.00. A two-hour minimum is required in order to schedule a recording session. Editing sessions may be scheduled for less than two hours.

### Miscellaneous Policies

1. All sessions are billed from the time they are scheduled *not* from the time the client arrives at Deva Productions.
2. All work done for a clients' project will be billed at the studio's hourly rate. This includes: set up, tracking, mixing, reference mixes and mastering.
3. Time is billed from the time of your scheduled session to the end of your session. Any breaks taken by the musicians are not "off the clock".

### Liability

Client assumes full responsibility for any materials, equipment or property damaged by the client, their musicians and/or their guests due to accidents, misuse or malicious intent. As a matter of practice, Deva Productions regularly backs up all our clients' session files. However, Deva Productions is not responsible for any files or data left at the studio. We recommend that all our clients have a secondary backup that they can take off-site.

I have read, understood and agree to abide by the Deva Productions Policies and Guidelines. Please sign and fax back to 925-284-7731 prior to your scheduled session.

Client Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_