



47 Schoolhouse Road  
Nassau, New York 12123

Phone 866-GLP-CREW  
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**GLPVIDEOPRODUCTION.COM**

## **CREW SERVICES AGREEMENT**

When booking a crew we require a 10% non refundable deposit by credit card, this will hold your date and crew.

2 days prior to the confirmed shoot day 40% of the estimate or quote shall be paid with same credit card unless noted.

1 day prior to Shoot the remaining 50% will be charged.

Any additional costs incurred on the shoot such as expendables, overtime, or costs outside the scope of the original quote will be charged upon crew returning to office.

Overtime is billed at a rate of time and a half after a ten hour day. The crews day starts upon leaving Golden Lamb Productions studio and ends upon return. We ask that you schedule a meal break, if there is no meal break we reserve the right to charge a meal penalty.

## **CANCELLATION POLICY**

Cancellation fees are as follows:

**Within 24 hrs.** of 6am the day of the confirmed day of shoot (not 24 hours from the scheduled call time of that day) voice mails or e-mails are not acceptable, Golden Lamb Productions will bill in full as per contract/quote.

**24 to 48 hrs** - prior 50% of contract price

**48 to 72hrs** - deposit

**72 or more** - no charge

Please sign, date and return this form with the credit card authorization form. Please e-mail or fax.

**Authorized signature below acknowledges above terms have been read, understood and accepted**

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Date

\_\_\_\_\_

Company Name