

Name of Client: \_\_\_\_\_

Home Address: \_\_\_\_\_

Suburb/Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone Numbers: 1. \_\_\_\_\_ 2. \_\_\_\_\_

**BUDGET PACKAGES:** Budget packages start at ceremony, 1/2 hour before bride's arrival.  
(Includes 6 hours)

Budget BASIC \$750
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Budget MONTAGE \$995
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Budget FULL EDIT \$1,500
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**REGULAR PACKAGES:** Start anywhere, add 1/2 hr plus travelling to include groom's house.  
(Includes 9 hours)

BASIC \$970
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MONTAGE \$1,195
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Hi-Lites \$1,550
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Full Edit \$1,980
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Other \$
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**EXTRA HOURS:** Between 9 & 12 Hours (before midnight) extra time charged @ \$88 per hr.  
Over 12 hours, or after midnight, extra time charged @ \$150 per hr.

Names of Bride and Groom (for Titles): \_\_\_\_\_

Day &amp; Date of Wedding: \_\_\_\_\_

Videographer STARTING AT: (Place and Time) \_\_\_\_\_

Groom's Dressing At: \_\_\_\_\_ TIME: \_\_\_\_\_

Bride's Dressing At: \_\_\_\_\_ TIME: \_\_\_\_\_

Ceremony Venue: \_\_\_\_\_ TIME: \_\_\_\_\_

Reception Venue: \_\_\_\_\_ TIME: \_\_\_\_\_

FINISH TIME for videographer: \_\_\_\_\_ or End of Reception \_\_\_\_\_

Other Requirements: \_\_\_\_\_

Thank You DVDs (\$150 for 50 copies on spindle) \_\_\_\_\_ Quote (Extras @ \$2.00 each) \_\_\_\_\_

EXTRA COPIES: (Budget Packages include one copy. Regular Packages include two copies).

DVDs @ \$22.00 ea. \_\_\_\_\_ Presentation Cover Editions @ \$55.00 ea. \_\_\_\_\_ Blu-Rays @ \$66.00 ea \_\_\_\_\_

DEPOSITS: \$300 books your wedding date. \$500 or balance the week before wedding.

We accept EFTPOS/Visa/Mastercard/Direct Deposit for all payments.

ANZ BBS. 013 128 Acc. No. 4406 68004 Acc. Name Vaughan Wood Audio Video

Please use clients surname above as reference for Direct Deposit payments.

Deposit Amount \$ \_\_\_\_\_ cash/ cheque /Mastercard/Visa/DD

Cardholder's Name \_\_\_\_\_ (please Print)

Card No. \_\_\_\_\_ Exp. \_\_\_\_ / \_\_\_\_

Please post or fax this form (both sides) to address or fax number at top of page.

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

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

Signed \_\_\_\_\_

## OFFICE USE ONLY

Package \$ \_\_\_\_\_

Extra hrs@\$88 \$ \_\_\_\_\_

.....@ \$150 \$ \_\_\_\_\_

Thank Yous \$ \_\_\_\_\_

Boxed Sets \$ \_\_\_\_\_

Extra DVDs \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Deposit \$ \_\_\_\_\_

Progress \$ \_\_\_\_\_

Balance \$ \_\_\_\_\_

Deposit received by \_\_\_\_\_

**TERMS AND CONDITIONS**

1. I/We enclose deposit of \$300 to book the services of Vaughan Wood AV.  
All times for videographer can be confirmed the week before the wedding.
2. Balance of monies OR \$500.00, whichever is least, is due and payable, during the week before the wedding, with balance upon completion of video editing or at the latest, 6 weeks after the wedding.  
  
Interest will be charged on monies not paid after 8 weeks after the wedding @ 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 wedding video. Liability will be limited to full refund of monies paid should a non-attendance or malfunction occur, providing video has not left VWAV's premises.
5. We so show samples of our DVD's to prospective clients so these days we need your consent that your images may be shown for promotional purposes only.  
**(please cross out his option if you do not agree to this)**

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

Signed \_\_\_\_\_ Date \_\_\_\_\_

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**PLEASE NOTE THE FOLLOWING:**

**One meal is required at the reception. (Seating usually with the DJ/musicians).**

**Please ensure a chair is available for us at the reception.**

Some venues feed the musicians and us in a separate room or building, where we can't see if anything important is happening that we need to film. Also we need to sit down during a long day!

If you are sending in this form we will return a copy of it for your records with your deposit receipted. If you have not received it within a week please ring.

***Please ring a week before your wedding to confirm all times/details, and arrange 2nd payment.***

Our **budget packages timing** (6 hours) starts 1/2 hour before your ceremony. These packages do not include bridal preparations, just ceremony and start of reception.

For Bride's preparation timing, we prefer to get to the brides house a quarter hour before the photographer to get the finishing touches of putting on veil, make-up etc.

Please ask your drivers to supply us their mobile phone no. on the day for liaison. (Photo shoot locations have been changed en route, and no-one tells us).

We do prefer payment by the wedding date if possible, esp. if a contractor is involved.

THANK YOU DVD's can include your edited highlights and a personal message from the bridal couple, which you can send out to your guests as a permanent reminder of your wedding. **Thank You DVD's are available for Budget and Basic EDITED packages, ie , Montage and higher.**

**Music required for Edited Highlight packages - Please have it ready by wedding date.**

2 songs for Montage, 3 if going to groom's changing.

4 songs for Hi-Lites, 5 if going to groom's changing (may not all be used).

6 for Full Edit ( may not all be used).

We have many popular songs already on hand. If unsure please check with us.

N.B. During a busy wedding season we do get a backlog of editing, i.e. 8 - 12 weeks.

**Customers who supply us with music on the wedding day will get their videos first.**

ANY OTHER QUESTIONS OR REQUIREMENTS WE'LL BE PLEASED TO ASSIST.