

## 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 \_\_\_\_\_

\*\*\*\*\*