

ORBIAWEB

Client Service Agreement

This agreement is entered into between OrbiaWeb Documentary Storytelling Studio ('OrbiaWeb') and the Client identified below.

Client Information

Company: _____

Contact: _____

Email: _____

Phone: _____

Project Information

Service: _____

Project Title: _____

Filming Date(s): _____

1. Scope of Work

OrbiaWeb will provide the services described in the accepted proposal. Any work outside the agreed scope may require written approval and may incur additional fees.

2. Payment Terms

50% of the total project fee is due upon signing this agreement.

The remaining 50% is due upon delivery of the completed project, prior to the release of the final files.

3. Deliverables

Deliverables, duration, formats, subtitles, photography, and optional services are specified in the approved proposal.

4. Client Responsibilities

The Client agrees to provide timely approvals, filming access, interview participants, and any required brand assets.

5. Revisions

Two rounds of minor revisions are included. Additional revisions or major changes may be billed separately.

6. Copyright & Usage

Unless otherwise agreed in writing, OrbiaWeb retains copyright to all raw footage. The Client receives usage rights to the final deliverables upon full payment.

7. Cancellation

The initial 50% payment is non-refundable once this agreement has been signed and production has been scheduled.

8. Confidentiality

Both parties agree to protect confidential information. A separate Non-Disclosure Agreement (NDA) may be executed if required.

9. Acceptance

By signing below, both parties agree to the terms of this agreement.

Client Signature: _____ Date: _____

OrbiaWeb Representative: _____ Date: _____