

History Catchers LLC

Valerie Monson, Owner

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Service Agreement

Target completion date: _____

Biography type(s) requested	Quantity
Video only	
Video with transcript	
Audio only	
Audio with transcript	
Written transcript only	

Output format(s) desired	Quantity
Flash drive type: _____	
DVD copies	
Printed transcript? Y/N	

Other service special accommodations

✓	Services, Products & Fees	
	Video & sound capture session	\$250 for first 30 minutes, \$69 per 30-min segment thereafter
	Audio capture session	\$250 for first 30 minutes, \$49 per 30-min segment thereafter
	Editing & Production	\$42 - \$55 per hour based on complexity: - One (1) average hour of recorded footage requires 5 - 7 hours at \$42 to produce. Includes up to 20 captioned images. - Highly detailed captioning, special requests, and research may be billed up to \$55 per individual hour spent.
	Photo image capture & inclusion	First five (5) photos free / \$5 each additional
	Transcription (Word PDF both)	\$29 per hour collated printing: \$1 per page - One (1) hour of recorded dialogue requires 6 - 8 hours to transcribe into edited (complete sentence) format, with filler words removed.
	Transfer & storage	Flash drive: \$49 includes a folder of all image files used (with descriptions) DVD: first one free, copies \$8 each
	A/V consulting	\$47 per hour
	Memorial drafting & composition	\$47 per hour
	Custom greeting cards	Standard: \$6 individually or 6 for \$25 Special orders and quantities welcome – inquire for details
Travel outside a 15-mile radius of Fargo, ND is billed at cost		

Client Name _____ Signature _____ Date _____

Contractor Name _____ Signature _____ Date _____

Cash or check payments accepted

Please make checks payable to History Catchers LLC