

Welcome Packet and Contract

Just wanted to start by saying hello, my name is Deja. I've been doing narrations and voice-overs for 7+ years. My PFH rating is \$100-\$200. I charge \$100PFH for basic production and HQ audio files or \$200PFH for full production. (I ACCEPT RATE OF \$ PFH FOR THIS BOOK).

I also offer faster delivery than most, for example, your { }-hour book would take any other professional narrator almost () weeks, and my return date for this book would be { } weeks(s).

For a pricing comparison, the minimum wage for professional narrators is \$250PFH, I offer reasonable pricing with great quality.

Per the Narrator's PFH/royalty share plus-(Per Finished Hour) contract; I'm required to receive 50% of the projected FHA-Fixed-rate upon receiving approval of the 15-minute checkpoint via the narrator's preferred payment method.

Payment methods: [Cash App- \$DejaWorks] [Paypal- dejanance@dejawork.com] [Direct Pay Link-Reply with your email] [Zelle Business- dejanance@gmail.com/ nancedeja@yahoo.com].

(15-minute checkpoint is the first HQ Audio file you receive after agreeing to work with the narrator to produce your book.)

If you enrolled in the payment plan option refer to the attached payment plan form for payment information only

The 15-minute checkpoint is one audio file equal to or close to 15 minutes to let the RH [rights holder] hear how the quality and narrators' production of the book will sound. Once RH approves the 15-minute checkpoint narrator can then continue production of the book.) Once 15-minute checkpoint approval is received within the remaining (15-20) days you will receive full HQ Audio files(opening credits, chapters, closing credits, retail sample) all up to ACX Standards.

Upon receiving a complete bundle of split HQ Audio Files, you are normally entitled to (2) rounds of revisions but with my service, I offer unlimited revisions. I will fully proof and produce each audio file according to the package agreed on.

You will receive an invoice for the 50% upfront payment for proof of receipt purposes and oblige with [ACX] platform or other party platforms outside of ACX.

*If you prefer the 1/3 payment method you will receive an invoice for 1/3 payment at 15-minute checkpoint, 1/3 payment at the halfway mark, and 1/3 payment upon final acceptance of the completed and approved audiobook.

If you signed enrolled in the payment plan this does not apply to you.

If you purchased off DejaWork.com directly this does not apply to you.

If you enrolled in the payment plan you should have received a form where the select dates of payment were chosen and explaining how much each payment would be.

I'm top-rated for my audiobooks on My website dejawork.com, Upwork, Fivver, Find away voices, authors republic, and on ACX.

I can market books through my company's various social media with over 3k followers.

Let me know if you have any questions.

My email is nancedeja@yahoo.com, and my business phone is (586)-277-1076.

Feel free to call or text if you have any questions that need timely answers.

Please keep open communication throughout the project since I work quickly, I expect the RH(you) to communicate throughout.

If communication is not kept up throughout the project or even after I've submitted the 15-minute checkpoint, you are not required to pay, however, I will just cancel the project after a full thorough review from ACX as we take communication very seriously to avoid Narrators doing a complete book and then the RH going missing.

Clients are required to confirm they have read and understood the welcome packet by replying with their contact information [Email , Phone Number, First & Last Name] Thank you.

Prepping Packet:

This packet is to help the narrator interpret your book to the best of her ability and according to your vision.

Please send the information that applies to your book.

Fiction/Nonfiction [Fiction]

Language [English]

Gender [Male or Female or Gender Neutral]

Character Age [Adult]

Accent [American-General American]

Vocal Style Character(s) :

Name :

Age:

Vocal Tone:

Personality:

Book Tone: [Articulate]

Pronunciation Guide for Languages, Not so common names, fiction/ nonfiction based (person ,place ,thing):

Pacing for book: fast , slow, action paced, dramatic pace change , special pace description

Any other information needed:

Thank you

What are the contract guidelines?

- Engagement to Produce. Customer and Producer agree to cooperate together on completing the project be it audio or promotion.

A signed statement must be signed from the customer in order to initiate contract guidelines.

The statement is the welcome packet/contract for audiobooks and voice overs and the processed invoice for marketing and promotion.

- Production Schedule and Guidelines.

Producer will deliver the first 15 minutes of the Audiobook to Rights Holder for Rights Holder's approval by the date set forth during client intake process. Producer will deliver a 30 sec-1 minute sample to client for voice overs if requested by client for approval when production starts. Delivery Date is mutually agreed upon at start of production if delivery date changes producer must keep full communication and notify Right holder or client of date change. (if applicable) If Rights holder chooses to cancel because of delivery date extension, if no production has been completed, contract is void pending no further payment from either party. If production has started or is almost finished deposit is non refundable pending finished hour of audio completed. If production is almost complete deposit is subject to per finished hour fees, negotiations can be made outside of contract regarding deposit refunds if mutually agreed upon by both parties. Producer will deliver the Completed Audiobook (or audio file) by the completion date mutually agreed upon , as extended pursuant to Section 2 above, if applicable ("Completion Date"). Producer will produce the Audiobook in accordance with the ACX Audio Submission Requirements posted on the ACX website as of the delivery date. Producer and Rights Holder are both subject to the ACX Dispute Resolution Procedures as well as dejawork cancellation procedures set forth in the Agreement as of statement sign date. Producer may

hire/collaborate (human) third parties to assist in the performance of services in the production of the Audiobook, voice over, audio file, including to perform services such as narrator, editor, or studio engineer. If Producer hires/collabs with third parties in connection with the production of the Audiobook, voice over, audio file, Producer will engage the third parties using the appropriate ACX Form Independent Contractor Agreement supplied on ACX or via Dejawork. Producer agrees to be responsible for the final production of the Audiobook, Voice over, audio file including adherence to all guidelines and requirements set forth in the ACX Audio Submission Requirements, even if Producer hires one or more third parties to assist in the production of the Audiobook, voice over, audio file.

- Rights Holder/ Client Approval.

1. Approvals. Rights Holder will have the following three rights of approval in connection with Producer's production of the Audiobook (and no other rights of approval): (i) the right to approve the narrator chosen by the Producer, (ii) the right to approve the first 15 minutes of the Audiobook, and (iii) the right to approve the Completed Audiobook. 2. Procedures 1. Rights Holder agrees to work with Producer in good faith in connection with Rights Holder's rights of approval, to make constructive and specific suggestions to help Producer gain approval, and to not unreasonably deny or delay approval. Rights Holder will provide approval through the approval submission feature available on ACX or via dejawork procedures and agrees that such approval is final once provided. Rights Holder will endeavor to provide approvals or request revisions of the first 15 minutes within 4 business days of Producer's submission and of the Completed Audiobook within 10 business days of Producer's submission (in each case, the "Rights Holder Review Period"). 2. Producer agrees to work with Rights Holder in good faith to make revisions reflecting Rights Holder's suggestions, to the extent practicable. Producer will make up to two set of revisions to the first 15 minutes of the Audiobook (or audio sample), if requested by Rights Holder, and will make up to two sets of revisions to the Completed Audiobook, or audio file, if requested by Rights Holder. In each case, Producer will endeavor to make revisions within 10 business days or communicated delivery date (the "Producer Revision Period").

- Deemed Approval on Completed Audiobook.

If Rights Holder does not respond to a request for approval of the Completed Audiobook or audio file (or a new version of the Completed Audiobook revised in response to Rights Holder's suggested changes) within 10 business days, Rights Holder will be deemed to have given approval, unless Rights Holder provides Producer written notice through the ACX messaging system (and sending a copy of the message to info@acx.com) or (nancedeja@yahoo.com) prior to the expiration of the 10 day business period requesting up to 10 additional business days, in which case the 10 business day approval period will be extended by the number of business days equal to the extension requested by Rights Holder. Rights Holder may request up to 10 additional business days after this first extension. Producer may grant or deny any such request in Producer's sole discretion. The Completion Date for the Audiobook will be extended by the

number of additional business days granted to Rights Holder for submission of Rights Holder's approval in accordance with the foregoing extension request process.

- Resubmissions and Resolution or Termination in the Event of Impasse

1. First 15 minutes/sample. If Rights Holder/client rejects the first 15 minutes of the Audiobook or audio sample submitted by Producer, Rights Holder must provide specific and detailed feedback and requests for changes and corrections to Producer. Producer will make revisions based on Rights Holder's feedback. In the event (1) Rights Holder/client does not approve the first 15 minutes nor provide any feedback within the Rights Holder Review Period, (2) Producer fails to submit a revision to Rights Holder within the Producer Revision Period, or (3) if Producer submits a revision to Rights Holder within the Producer Revision Period and Rights Holder rejects the revision within the Rights Holder Review Period, then either party may terminate this Agreement by providing written notice of termination to the other through the ACX messaging system (and sending a copy of the message info@acx.com) or following dejawork procedures and communicating and receiving mutual termination consent no later than 10 business days following the end of the Producer Revision Period or the date on which Rights Holder/client rejected the revision, as applicable. No fee or compensation of any kind will be payable by either party to the other in connection with any termination of this Agreement pursuant to the foregoing sentence.

- Completed Audiobook/Audio file

1. If Rights Holder/client rejects the Completed Audiobook/audio file submitted by Producer, Rights Holder must provide specific and detailed feedback and requests for changes and corrections to the Producer. Producer will make revisions based on Rights Holder's feedback and resubmit a revised version. If the revised version including the revisions submitted by Producer is rejected by Rights Holder then Rights Holder may terminate this Agreement by payment of a cancellation fee to Producer in accordance with this statement "is subject to per finished hour fees, negotiations can be made outside of contract regarding fees if mutually agreed upon by both parties. Producer will deliver the Completed Audiobook (or audio file) by the completion date mutually agreed upon , as extended pursuant to Section Production Schedule and Guidelinesabove, if applicable ("Completion Date")" .

- In the event Producer fails to submit the Completed Audiobook by the mutually communicated Completion Date and has not communicated with the Rights Holder/Client and received a response to a delivery date extension, then each party will be entitled to terminate this Agreement by providing written notice of termination to the other. No fee or compensation of any kind will be payable by either party to the other in connection with any termination of this Agreement pursuant to the foregoing sentence. In the event the Rights Holder wishes to terminate the production, producer has the right to offer a revision or creative direction change prior to project cancellation, if upon receipt of revision or creative direction change Rights Holder/Client is not satisfied , then producer can agree to Rights Holders/Clients cancellation request by written notice of termination to the other. Deposits are non refundable if production has already started and the 15-minute checkpoint or audio sample was approved. If mutually agreed upon by both parties, negotiations can be made outside of contract regarding deposit

refunds. Once both parties mutually agree to contract cancellation, production is cancelled and contract is void no further work, or communication is required from either party outside of mutually agreed termination terms (cancellation terms must be in some form of writing , verbal cancellation is not accepted.)

- Exclusive Right of Producer to Produce Audiobook. Rights Holder will neither produce or sell, nor grant any third party the right to produce or sell, an audio version of the Book , or audio file in the Language(s) for distribution in the Territory during the exclusive production period granted to Producer set forth in the contract. Producer understands that if Rights Holder or Producer terminates this Agreement as permitted in this Agreement, Rights Holder will be free to engage another producer to produce the Audiobook and will have no further obligation to Producer with respect to the Audiobook. For all dejawork purchased services, commercial rights are included, for broadcast rights and royalties see appropriate guidelines in welcome packet or dejawork written statement.

- Any breaches or mishaps Any terms or breaches not specified in the ACX contract or DejaWork guidelines can be further negotiated or mutually discussed and agreed upon by both parties to solve the matter outside of legal services, should both parties still have issues coming to an agreement of any kind after 30 calendar days then legal services can be sought out.

Payment Plan Information

Project Title:

Project Total:

Project Start Date:

Payment Start Date:

Payment Plan: [Weekly/Biweekly]

of Payments:

Payments of:

Payment Method:

Would you like direct ACH Transaction Withdrawals? Or would you like to pay with a Debit Card? If you selected ACH Transaction, please fill out the information below:

Checking Acct# / Savings Acct# - Routing#

If you selected Debit Card Transactions You will receive a pay link by email or text on the payment schedule below.

Payment Schedule:

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I _____ hereby, agree to making x timely payments of \$ on the dates listed in the payment schedule. I understand that should I not be able to cover the funds when the ACH Transactions/Debit Card Transaction is processed, that I will be responsible for the insufficient funds fee in addition to the original payment amount. I understand that should I forfeit the remaining payments I will be subject to legal action, and I knowingly take responsibility for not fulfilling my payment obligations. I understand that I do have the ability to pay off the remaining amount owed early with no extra fees added.

Signature:

Date: