



**Pro Video Productions**  
 Post Office Box 2005  
 Lakeland, FL 33806

# Pro Video Productions

**telephone (863) 683-6868**

Visit Our Website at:  
[www.provideoproductions.net](http://www.provideoproductions.net)

ASSIGNMENT		REFERRED TO STUDIO BY	
NAME		BILL TO	
STREET		STREET	
CITY, STATE, ZIP		CITY, STATE, ZIP	
HOME PHONE	WORK PHONE	PHONE	
OTHER ADDRESS			

VIDEOGRAPHER REPORT TO	DATE	PHONE	TIME		A.M. P.M.
ADDRESS					

REPORT TO	DATE	PHONE	TIME		A.M. P.M.
ADDRESS					

REPORT TO	DATE	PHONE	TIME		A.M. P.M.
ADDRESS					

SERVICES INCLUDE

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VHS   
  S-VHS   
  8MM   
  HI 8MM   
  OTHER

ADDITIONAL SERVICES REQUESTED / SPECIAL EQUIPMENT REQUIRED

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1. It is understood this studio is the exclusive official videographer, and others taking videos will be permitted only at our discretion.
2. In the event of a postponement or cancellation of this contract, the deposits paid are not refundable.
3. The studio reserves the right to use the original tape and/or reproductions for display, publication or other purposes. Original videotapes remain the exclusive property of this studio.
4. The studio takes utmost care with respect to the exposure, editing, duplication and delivery of video products and services offered. However, in the event the studio fails to comply with the terms of this contract, due to any event or act outside the control of the studio, the studio's liability is limited to refund of deposits.
5. No videotape, either in progress or completed, may be taken off the studio premises unless balance due for same is paid in full.
6. NOTICE OF COPYRIGHT: It is ILLEGAL to copy or reproduce these video tapes elsewhere without videographer's permission, and violators of this Federal Law will be subject to its civil and criminal penalties.

Payment Terms:

IF THERE ARE ANY CHANGES IN THE SCHEDULE, NOTIFY US IMMEDIATELY. WE SUGGEST YOU CALL THE STUDIO ONE WEEK BEFORE TO CONFIRM ALL ARRANGEMENTS.

CLIENT \_\_\_\_\_ DATE \_\_\_\_\_

STUDIO \_\_\_\_\_ DATE \_\_\_\_\_

DESCRIPTION	AMOUNT
VIDEO SERVICES	
ADDITIONAL CAMERA	
SPECIAL EFFECTS	
EDITING SERVICES	
LIGHTING TECHNICIAN	
OVERTIME @ \$ _____ PER _____	
(     ) VIDEO CASE(S) @ \$ _____	
(     ) DUPLICATIONS @ \$ _____	
TOTAL FEE	
SALES TAX	
TOTAL WITH TAX	
DEPOSIT	
BALANCE DUE	