

A fully executed **Deal Memo** or **Service Agreement** must be in place prior to first day of filming.

This page and any invoices are the primary terms between **client** and **GFS Sound, LLC / Ferris Shaheen**. No documents may alter these terms once work has begun. Any documents from client must be signed by both parties before work begins to have any effect.

**Booking constitutes acceptance of all terms on this page.**

Invoices net due upon receipt. Labor payment via payroll due net-15. Jobs lasting more than one week will be billed on a weekly basis.

Any outstanding balances after 30 days will incur a 30% late fee per month and will be automatically added to the invoice. Late fees and collection costs will be payable by client before copyright will be released. Client does not get to ignore late fee because of failure to pay for services received.

● **CANCELLATION POLICY**

- ✓ *Within 24 hours of the expected start date: 100% of labor and equipment due.*
- ✓ *Within 72 hours of the expected start date: 50% of labor and equipment due.*

● **INSURANCE**

**General Liability Insurance** and **Workers Compensation Insurance** are the responsibility of Production / Client. A valid Certificate of Insurance naming **GFS Sound, LLC** as a **Loss Payee** must be received prior to first day of filming or travel:

GFS Sound, LLC  
4244 Mingo Drive  
Carrollton, TX 75010

● **TRAVEL**

All travel expenses, including but not limited to per diem, visas, airfare, hotel stay, car rental, parking, tolls, gas, and/or mileage must be paid for by Production / Client.

Locations greater than 30 miles from GFS Sound, LLC business address are classified as Portal to Portal and are subject to mileage charges and billed time.

● **MEALS**

After 5.99 hours on, 30 minute hot meal provided by production is on duty time. One hour walk-away is off clock unless p2p is in force. Meal penalty is equal to 1 hour of prevailing rate for each 15 minutes after hour 6 until break called. Second meal (if provided by production after wrap) is counted as on-duty time for purposes of turnaround.

● **RESPONSIBILITY OF PRODUCTION**

- Production / Client is responsible for any lost or damaged items rented during the term of the shoot.
- Production agrees to pay 100% of the replacement or repair cost of any lost or damaged equipment at current retail rate or MSRP.
- Additionally, Production is liable for any days equipment is out of service and shall be billed at full listed rental rate.

