



## Cancellation Policy

When **The Edit Shop** blocks out a specific period of time, this represents an agreement with the agency and/or Production Company that **The Edit Shop** will make no further attempt to sell that block of time-that belongs to the agency or production company. This time will be deemed **Confirmed Time**. All **Tentative Time** will be confirmed by **The Edit Shop** no less than 3 days prior to scheduled facility time. There by becoming **Confirmed Time**. If within the framework of the Guidelines specified below, e.g., less than five working days, etc..., a job is cancelled, then it is unlikely that the time can be resold.

**The Edit Shop** acknowledges, however, its obligation and desire to make all reasonable efforts to sell canceled time to another agency or production company. If time is resold, then the following fee schedule is null and void.

**The Edit Shop** also acknowledges the fact that an agency or Production Company's client may cause the cancellation and will not hold the agency or Production Company liable for any fees except out of pocket expenses such as drive or deck rentals.

**The Edit Shop** further acknowledges the fact that continuing relationships with agencies and Production Companies are necessary and important and therefore reserves the right to modify or cancel fees.

### One to zero working days:

If notice of cancellation is given within 24 hours prior to the scheduled starting date, the agency/Production Company will be liable to **The Edit Shop** for:

- : All out-of-pocket costs.
- : 100% of Editorial labor fees
- : 25% of booked AVID time

### Two to three working days:

If notice of cancellation is given within two to three working days prior to the scheduled starting date, the agency/Production Company will be liable to **The Edit Shop** for:

- : All out of pocket costs
- : 50 % of Editorial labor fees
- : 10% of booked AVID time

### Four to five working days:

If notice of cancellation is given within four to five working days prior to the scheduled starting date, the agency/Production Company will be liable to **The Edit Shop** for:

- : All out of pocket costs

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I have read and agree to the terms above

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Date