



Overtime Policy

The Edit Shop acknowledges the fact that some projects may require editorial services outside of it's normal business hours of 8:30am to 5:00pm Monday through Friday. The following is a fee schedule for such services.

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.

Times prior to or after regular business hours

If editorial services are provided prior to or after regular business hours the agency/Production Company will be liable to The Edit Shop for:

: Time and a half on all Editorial labor fees (excludes room rate)

Times prior to or after regular business hours resulting in 12 or more hours

If editorial services exceed 12 hours in a single day , the agency/Production Company will be liable to The Edit Shop for:

: Time and a half on room rate on hours 13 – End of day

Times outside of regular work week

If editorial services are provided on weekends or scheduled company holidays, the agency/Production Company will be liable to The Edit Shop for:

: Time and a half on all Editorial labor fees

: Time and a half on room rate on hours 5 – End of day

I have read and agree to the terms above

Date