

ONSCREEN TIME

Production Request Form

1. CUSTOMER INFORMATION:

DATE: _____

Name: _____

Phone Number (Cell): _____

Address: _____

Phone Number (Work): _____

City, State: _____

email (Home): _____

Zip Code: _____

email (Work): _____

2. KIND OF PRODUCTION REQUESTED:

Movie Trailer
 Movie Trailer Accolades
 Movie Credits (AKA Movie Titles)
 End Credits
 Motion Graphics
 Television Commercial
 Educational Video
 Corporate Video
 Other: _____

Film Score
 Musical Passage
 Sound Design
 Sound Effects
 Audio Mixing
 Re-Recording
 Foley
 ADR
 Other: _____

3. ADDITIONAL REQUESTS:

Color(s): _____
Typeface (font): _____
Texture: _____
Background Imagery: _____

ONSCREEN TIME'S own example to emulate
(number and name): _____
Style: _____
Other: _____

4. ADDITIONAL INFORMATION:

5. FORMAT:

VIDEO:

1080p HD
 4K UHD (3840 x 2160px)
 4K DCI (4096 x 2160px)
 24 fps 23.97 fps
 30 fps 29.97 fps
 QuickTime File ProRes h.264
 RAW DNX Other: _____

AUDIO:

24/96k (24 bit depth/96k sample rate)
 24/48k (24 bit depth/48k sample rate)
 Uncompressed PCM
 .wav .aif Other: _____
 FLAC
 AAC
 Other: _____

6. DELIVERABLES:

___ For Television Broadcast
___ For Cable TV
___ For Internet
___ For Other: _____

___ DVD
___ BluRay
___ Computer File
___ Other: _____

7. DELIVERY METHOD:

___ DropBox
___ WeTransfer
___ email
___ Other: _____

___ DVD
___ BluRay
___ Hard Drive
___ Other: _____

8. PAYMENT: The price of an ONSCREEN TIME production will be negotiated and agreed upon by the customer and ONSCREEN TIME before work begins. A non-refundable deposit of one-half the total price is required before work begins. Payment in full (the other half of the total price) is due upon receipt of the project.

CREDIT/DEPOSIT/ETC:

VISA/MC/AE: _____
Discover: _____
Apple Pay: _____
Pay Pal: _____
Deposit in OST's Bank: _____
Check: _____
Other: _____

ACCOUNT INFO:

Name: _____
Address: _____
City, State: _____
Zip Code: _____
Expiration Date: _____
CVV: _____
Other: _____

9. PRICE: _____

10. SATISFACTION STATEMENT: ONSCREEN TIME will revise a project as a customer wants – if it can be feasibly revised – up to 3 times, after 3 consultations, before completion.

11. CANCELATION POLICY: Cancellations must be made before work begins.

12. REFUND POLICY: ONSCREEN TIME productions are non-refundable.

13. COPYRIGHT: Customers can use a work produced by ONSCREEN TIME for any purpose.

14. CUSTOMER'S SIGNATURE: _____

15. DATE: _____

*Download this order form, print it, fill it out, and sign it.
Scan it. Email it back to ONSCREEN TIME at tsharkey.desk@gmail.com.*