

The Digital Difference, Inc. – Online Session Worksheet

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PLEASE FILL OUT AND FAX BACK TO 310-581-8808

Company _____

Contact _____ **Ph Number** _____

Address _____

Project Name _____

INFORMATION NEEDED:

- Deadline: _____
- For Color Correction (please circle): Best One-light Scene-by-scene
- Project frame rate (please circle): 24 30
- Drop Frame (or) Non-Drop Frame
- Format(s) of tapes: _____
- Format of output: _____
- Delivery information for Final Output:

- Label Information for Final Output:

- Other Delivery Requirements: _____

Final Cut Pro Project

Version (please circle): FCP 4 FCP 4.5 FCP 5

Important: If using FCP 5 all multi-camera shots must be collapsed

Avid Project

Version: _____

We must be provided with an OMF Composition, Version 2 (without media)

Important: Must Decompose before making the OMF

MATERIALS NEEDED CHECK-LIST:

___ Copy of the Project file

___ Clearly identify within the Project which Sequence we are to online

___ Any outside graphics provided on a disc

___ The original files for graphics in case there are changes that need to be made during the on-line session

___ All title text must be provided in data form (ex. Word Document) to provide for easy copy-and-pasting. The title text must be submitted as a final, client-approved copy (this includes all spelling and character choices).

___ All tapes should be clearly labeled to match log notes in Project Bins

PLEASE READ CAREFULLY

- All Projects must have picture locked before being handed over to The Digital Difference. If changes need to be made during or after the online session, they will be handled as a separate job with new billing negotiations.
- All work, including changes, must be scheduled through the front office.
- If The Digital Difference does any graphic design work, we will provide the Client with a printed copy which will require Client approval and signature.
- To reduce digitizing time and drive space, there should be no hidden video tracks (un-needed video underneath the viewable layers) included on the sequence.
- Final Client approval and signature are required for out-put of Online Master. Once Client approval is obtained, all changes made thereafter will be subject to additional charges.

A deposit of 25% the estimated cost is due before the online session can begin. The remaining 75% is due upon delivery of the final elements.

I have read the above material and agree to its conditions. I verify that all of the information I have provided about the Project is correct, and understand that any changes might lead to an increase in billing.

Signed _____

Print Name _____ Date _____

Company _____

Title within Company _____