

Terms of Business

Important Information

- All quotes are subject to sight of source material.
- All prices exclude VAT (if applicable).
- A purchase order or project reference must be given prior to start of production.
- All customer information is treated as strictly confidential.
- This quote is based on the information you have supplied, and on the project scope stipulated in this proposal. If the project scope is incorrect or changes, we reserve the right to adjust the quote accordingly.
- Quotes are valid for 2 months.
- Once your completed project files have been delivered, approvals must be given within 10 working days. If more time is required for approval, this must be agreed with your Account Manager in advance as this may affect payment terms.
- Two full working days' notice is required to cancel a booking, otherwise a 50% cancellation fee will apply.
- Project files are deleted after three years. If you would like a permanent archive of your project, we will charge an extra £50 for this service.

Payment Terms

New clients:

We will issue an invoice for 50% of the project total plus VAT (if applicable), on receipt of your purchase order or written instruction to proceed. This must be paid to Matinée prior to commencement. The balance plus any authorised extras will be invoiced upon completion of the project, and is to be paid by return.

If you wish to apply for a credit account, we may agree to a variance of the above terms upon satisfactory completion.

We can also accept payment via credit card.

Existing clients:

This is dependent on whether a credit account has been agreed or not. One of the following options will apply:

- We will issue an invoice for 50% of the project total plus VAT (if applicable), on receipt of your purchase order or written instruction to proceed. This must be paid to Matinée prior to commencement. The balance plus any authorised extras will be invoiced upon completion of the project, and is to be paid by return.
- 100% of the project total plus VAT (if applicable) will be invoiced on completion, payable by return.
- If a credit account has been agreed, an invoice for the project total plus VAT (if applicable) will be sent on completion of the project for payment within 30 days.

For larger projects, we will discuss suitable payment terms based on the project scope. This may require part payment on receipt of your purchase order or written instruction to proceed, and interim payments as the project progresses.

Should you require payment terms that differ from those outlined above we will be happy to discuss your requirements with you.

Music Usage (if applicable)

The licence included in your quote is for that project only. Subsequent and additional usage (e.g. commercial broadcast) will require a further licence payment.

Voice Artist Usage Fees

Usage fees are agreed on confirmation of the quote. Any changes to the agreed usage are subject to additional fees.

Cancellation

Once you have accepted this quote and issued a purchase order or written agreement to proceed, you become liable for any expenses already incurred and commitments entered into by Matinée.

Two full working days' notice is required to cancel a booking, including recording studios, edit time and voice artist costs. Failure to give the full two working days' notice will result in a 50% cancellation fee.