



SOUND ON SOUND RECORDING

Sound On Sound Studios – Session Terms and Conditions

July 1, 2004

Terms

Payment is required in full on the day services are performed. This includes studio time, engineering services and all recordable media used.

Session materials will only be released to record labels with valid purchase orders (P.O.'s) or to independent clients paying C.O.D. (cash) at the end of their session. Without a valid purchase order or payment in full, Sound On Sound will hold possession of all client materials until payment has been arranged. Materials include CDs, tapes, hard drives, etc. created at Sound On Sound, as well as clients' materials brought in from outside sources.

Payment terms for all projects with work orders are Net 30 days from the date of invoice. Credit accounts must be approved prior to the day the services are performed.

Forms of payment accepted at Sound On Sound are cash, certified/cashiers check, money orders, and business/company checks. Personal checks are also accepted, but Sound On Sound will hold possession of session materials until the check clears.

All payments are to be made in \$US dollars as specified on the invoice. Sound On Sound is required by law to collect New York State sales tax (8.625%) unless the client has a federal tax exempt ID number. Delinquent accounts will accrue interest charges at the rate of 1.5% each month of any part of a month. All delinquent accounts will be referred to a collection agency.

Conditions

When a client places a verbal or written booking with Sound On Sound for studio reservations it is considered contractual. You will be obligated to pay for the time you have requested including unused time. If you need to cancel we require 48 hours notice.

Cancellation of scheduled services with less than 48 hours notice will be billed at 100% of anticipated charges. When a client places a "hold" for studio time it is kept as an unconfirmed reservation. A "hold" reservation cannot be guaranteed, and we will notify you up to 12 hours prior to your starting time if we have an established booking challenging your "hold". At that time you must confirm or let go/cancel. If your "hold" time is for a morning session and it is unconfirmed by 6:00pm the weekday prior it will be considered cancelled.

There is a booking minimum of 3 hours. Studio charges thereafter are in one half hour increments.

Storage of materials (CDs, tapes, hard drives, etc) and other property belonging to the client is solely at client's risk and Sound On Sound will not be held liable for loss or damage to such articles regardless of the cause.