Vision2Life Media LLC
1401 hutto rd A
Georgetown, TX 78626
(512) 797-3707

STUDIO CONTRACT 2024

VISION2LIFE MEDIA LLC STUDIO PAYMENT AGREEMENT AND POLICIES

This Agreement (the “Agreement”) is made and entered into as of by and between Vision2life Media LLC, a Texas LLC with its principal place of business located at 1200 E Old Settlers Blvd unit 112 Round Rock, TX 78664 / PO Box 1686 Leander, TX 78646 (“The Media Company”),
and Client listed at bottom of contract [(“Client”).

1. SERVICES PROVIDED
The Media Company agrees to provide the Client with services in the field of,

VISION SERVICES:
Vision and Strategy Meetings
Social Media Consulting
Advertising and Promotion
Project Management
Creative Consulting
Business Development
Artist Development
Event Planning
Social Media Management

CREATIVE SERVICES:

Photography and editing
Videography and editing
Graphic Design
Websites
Recording Studio and Audio editing
Podcast and editing
Social Media Content Creation

FEES AND PAYMENT TERMS OPTIONS

Hourly Service Fee

The Client agrees to pay Vision2Life Media LLC an hourly rate for services rendered.

Pricing: All rates are discussed and agreed upon prior to payment and service. Pricing is subject to change unless locked into a signed agreement.

Additional Expenses: Any additional costs, such as equipment rentals or hired assistance, will be invoiced and are payable by the Client. A travel fee may also apply.

Minimum Charge: 1-hour minimum for all hourly services.

Payment Terms

Full Payment: Most services require full payment at the time of booking to secure the session.

Deposit Option: In some cases, a deposit may be accepted:

First 50% due at booking. (non refundable, even if canceled services)

Remaining 50% due on the day of service before work begins.

Project-Based Pricing: Vision2Life Media LLC may offer a set project price if agreed upon with the Client in advance.

Late Payment: Any unpaid balance past the due date will incur a late fee of 5% of the outstanding balance per day until the payment is received in full.

Revisions: All revisions will be billed at $60 per hour, with a minimum charge of half an hour per revision request.

REFUND AND CANCELATION POLICY

1. Standard Cancellation Period

Cancellations Made More Than 72 Hours in Advance:

Full refund or credit toward a future session if the client cancels at least 72 hours before

the scheduled start time. This provides flexibility while giving you time to reschedule the slot.

2. Short-Notice Cancellations (Within 72 Hours)

Cancellations Made within 72 Hours Before Start Time:

No refund provided for cancellations made within 72 hours of the scheduled start time., Alternatively, clients may apply this paid amount as a credit toward future sessions (within a set timeframe, such as 30 days). Since it's difficult to rebook the slot on short notice, this protects against potential revenue loss.

Short-Notice Cancellations (Within 12 Hours)

Cancellations Made within 8 Hours Before Start Time:

No refund provided for cancellations made within 12 hours of the scheduled start time., Alternatively, clients may apply this paid amount as a credit toward future sessions (within a set timeframe, such as 30 days). Since it's difficult to rebook the slot on short notice, this protects against potential revenue loss. Clients will also be charged a 30$ fee for last minute cancellation by not giving enough lead time to fill the slot.

3. No-Show Policy

If the client does not show up and does not cancel, no refund is provided, and the full amount of the scheduled services is due. You may also terminate the contract if there are multiple no-shows.Clients will also be charged a 30$ fee for last minute cancellation by not giving enough lead time to fill the slot and poor communication.

4. Rescheduling Policy

Rescheduling 72+ Hours in Advance: No additional charge if clients request to reschedule at least 72 hours before the appointment. Requests to reschedule within 72 hours of the appointment may be subject to a rescheduling fee.

All rescheduled sessions must be completed within 30 days of the original booking.

5. Emergency Exceptions

For extreme, unavoidable circumstances (e.g., medical emergencies), we may consider allowing for one complimentary reschedule or issuing a partial refund at our discretion.

Refund Terms

Refunds on completed work are non-refundable unless stated otherwise. Refunds are issued within 7-14 business days of a cancellation request, per the terms outlined above.

Subscription Fee Cancellation

The Client may cancel their subscription at any time by providing written notice to Vision2Life Media LLC. However, 50% of the subscription fee is non-refundable. If the Client cancels after payment has been made, they will receive a refund of the remaining 50% of

the subscription fee, provided that cancellation occurs within the current subscription period.

RUSH FEE

Standard delivery for all services is within 7-10 business days following project or session approval.

Expedited Delivery Options (subject to additional fees):

10% Fee: Delivery within 96 hours (4 business days)

20% Fee: Delivery within 48 hours (2 business days)

30% Fee: Delivery within 24 hours (1 business day)

40% Fee: Delivery within 12 hours

50% Fee: Delivery within 6 hours

Rush fees are negotiable based on the project scope and current workload. If expedited service is required, please notify us at the time of booking to discuss options.

DELIVERABLES

Vision2Life Media LLC shall deliver all files according to the schedule agreed upon with the Client. Deliverables will be provided electronically unless otherwise specified in writing. Any adjustments to the delivery schedule must be mutually agreed upon by both parties.

CLIENT-PROVIDED FILES DISCLAIMER

The Media Company will work diligently to deliver high-quality results with all provided materials. However, the quality of the final product may be affected by the initial quality, completeness, or condition of files submitted by the Client. This includes, but is not limited to, elements such as the quality of the recording environment, equipment used, artist performance, and file integrity.

Vision2Life Media LLC is not responsible for limitations resulting from suboptimal input files, off-key performances, or other aspects inherent to the original recordings. While we are committed to enhancing the provided material to the best of our ability, any artistic or technical issues present in the original files remain the responsibility of the Client.

COMMUNICATION PROTOCOL

Regular communication between the Client and Vision2Life Media LLC shall be maintained

to ensure alignment and project progress. Communication will be scheduled as needed and conducted within the business hours of operation. Both parties agree to respond to inquiries and provide updates in a timely manner. Any changes in scheduling or urgent matters should be communicated promptly to avoid delays.

CONFIDENTIALITY CLAUSE

Both parties agree to maintain the confidentiality of all proprietary, personal, and sensitive information exchanged during the term of this Agreement. This includes, but is not limited to, business practices, project details, client information, addresses, payment card details, and contact information. Neither party shall disclose such information to any third party without prior written consent, except as required by law. All confidential information will be protected and handled with the utmost care to ensure privacy and security.

INTELLECTUAL PROPERTY RIGHTS

All intellectual property rights in the materials produced under this Agreement shall be owned by the Client. However, Vision2Life Media LLC retains the right to use the delivered materials for portfolio, marketing, and other business purposes. This includes, but is not limited to, showcasing work samples on websites, social media, and promotional materials.

TERMINATION CLAUSE

Either party may terminate this Agreement upon providing written notice to the other party. For any reason deemed necessary under reasonable conditions, if breach of contract occurs, the media company may choose to terminate the agreement immediately.

DISPUTE RESOLUTION

In the event of any dispute arising under this Agreement, the parties agree to first attempt resolution through direct communication, initiated via email. Both parties will work in good faith to reach a mutually agreeable solution. If necessary, a neutral third-party mediator may be engaged to facilitate the resolution process. All resolutions will be documented and retained for tracking purposes.

FORCE MAJEURE

Neither party shall be liable for any failure to perform its obligations where such failure is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether

war is declared), civil war, rebellion, revolution, insurrection, military or usurped power, or confiscation, terrorist activities, nationalization, government sanction, blockage, embargo, labor dispute, strike, lockout or interruption or failure of electricity or telephone service.

GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without regard to its conflicts of law principles. Any disputes arising from or related to this Agreement shall be subject to the exclusive jurisdiction of the courts located within the State of Texas.

ADDITIONAL INFORMATION

Prohibited Items: No alcohol, drugs, smoking/vaping, guns, or weapons are allowed on the premises.

Guest Policy: Please inform Vision2Life Media in advance if you plan to bring any guests to a session.

Session Timing: The session timer starts at the scheduled booking time.

You may arrive up to 15 minutes early to get comfortable and prepare for your session.

Recording Sessions: Please conclude your session 10-15 minutes before the scheduled end time to allow for file processing and payment. If your session runs over and no other bookings overlap, we may allow extended time at our discretion.

Equipment Use: Please show respect for all equipment. Refrain from consuming food or beverages near equipment, and clean up after yourself. Additionally, do not move or adjust equipment unless authorized by Vision2Life Media.

Health Protocol: We adhere to CDC guidelines. If you experience flu or sickness symptoms, please inform us to discuss rescheduling options.

Security Policy: Our facility operates with multiple security cameras. If a contract violation occurs, Vision2Life Media reserves the right to terminate the session without a refund and may choose to discontinue future business.

Liability, Indemnification, and Equipment Damage

Liability and Indemnification

Vision2Life Media LLC shall not be held liable for any claims, demands, damages, or legal actions, including but not limited to copyright infringement, trademark violations, defamation, or other legal issues resulting from the Client’s use of any content, advice, or

services provided. The Client assumes full responsibility for ensuring all materials created, distributed, or published comply with applicable laws and regulations, and any associated liabilities remain solely with the Client.

The Client agrees to indemnify, defend, and hold harmless Vision2Life Media LLC, its owners, employees, and affiliates from and against any claims, liabilities, losses, or expenses (including legal fees) arising out of or related to:

The Client's use, distribution, or publication of content produced or advised upon by Vision2Life Media LLC;

Any third-party claim that the Client's use of such content infringes upon rights, violates laws, or causes damages to third parties.

This limitation of liability applies to all advice, recommendations, services, and deliverables provided by Vision2Life Media LLC.

Equipment Damage

The Client is responsible for any damage caused to Vision2Life Media LLC's equipment, studio facilities, or property during their session. In the event of accidental or intentional damage, the Client agrees to cover all repair or replacement costs incurred. The Client further agrees not to handle or adjust any equipment without prior authorization from Vision2Life Media LLC staff.

Backup and File Retention Policy

File Sessions and Project Files

Vision2Life Media LLC will retain project files and session data for 30 days after the completion of services. Clients may opt to extend this storage period by subscribing to a storage plan at $5 per month. Alternatively, Clients may provide their own external drive to copy and transfer project files at the time of completion.

Final Deliverables

Audio Deliverables: Vision2Life Media LLC will store final audio deliverables for 6 months from the date of delivery.

Video Deliverables: Final video files will be retained for 60 days from the date of delivery.

Client Responsibility

Clients are responsible for downloading and saving all deliverables within the retention period. Extended storage beyond these retention periods requires a monthly storage subscription. Vision2Life Media LLC assumes no responsibility for maintaining files after the specified retention period if no subscription is in place. all files not backed up through a subscription will be deleted after the retention period.

Health and Safety Protocols

Vision2Life Media LLC is committed to maintaining a safe and healthy environment in compliance with all applicable local, state, and federal health guidelines. Clients are expected to follow these protocols during all on-site sessions:

Health Screening: If a client or guest is experiencing symptoms of illness (e.g., fever, cough, flu-like symptoms), we request that they notify Vision2Life Media LLC in advance to discuss rescheduling options.

Hygiene and Sanitization: Clients and guests are encouraged to use provided hand sanitizers and maintain cleanliness throughout their session. Vision2Life Media LLC follows enhanced cleaning protocols to sanitize equipment and common areas between sessions.

Personal Protective Equipment (PPE): Clients may be required to wear masks or other PPE if mandated by local health authorities. Additional PPE requirements will be communicated in advance if applicable.

Failure to adhere to these health and safety protocols may result in session termination or rescheduling. Vision2Life Media LLC reserves the right to refuse service to any individual not complying with these protocols to ensure the safety of all clients and staff.

DURATION OF AGREEMENT

This Agreement shall commence on the date signed or the first date of invoice payment/services rendered, whichever occurs first, and will remain in full force and effect until a new contract is presented and mutually agreed upon. The Client acknowledges and agrees to comply with any future policy changes implemented by Vision2Life Media LLC, provided such changes are communicated in writing.

Policy changes will be communicated in writing via email, text, website or booking platform.

IN WITNESS WHEREOF, the parties hereto have executed this Media Company Retainer Agreement as of the date first above written.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.



Vision2Life Media LLC

{name}