

1. Intellectual Property

All footage remains the intellectual property of Ashman Media. All logos, additional film footage of stills photography will only be used with the expressed written permission of the owner.

2. Music

Only licensed music will be used for background editing. This will either be purchased through official suppliers such as Pond5, Premium Beats, etc. Tracks may be sourced and used from the YouTube Audio Library, accrediting the appropriate creator.

Chart music will not be used.

3. Sales Promotion

Final film footage and raw materials will be displayed on the Ashman Media web site, YouTube and other social media sources for the purpose of sales promotion.

4. Additional Charges

The price quoted in the order acknowledgement is the price you pay for the work stated. However, you may like to improve the look and feel of video work by employing logo reveals and style templates. These are available through a number of sources including Pond5, RocketStock, etc and on agreement will be charged at cost.

If the approval for the 1st stage editing is delayed beyond four weeks, additional charges may be incurred.

5. Payment Terms & invoicing

Deposit payments and their appropriate due dates will be indicated in the order acknowledgement. Ashman Media take no responsibility for late payments and will not hold open dates outside of the agreed timescales. An invoice will be issued on completion of the work with all extra work / materials included. All

invoices are payable within 14 days of issue.

6. Completed Footage

The approved footage will be hosted on the Ashman Media Web Site, YouTube and Vimeo channels. A finalised copy can be copied via FTP link to the purchaser when payment has been made.

7. Raw Footage

Raw footage will not be made available. Searches for additional footage after the editing process will result in a search fee.

8. Public Liability Insurance

Due to the type of work, Ashman Media does hold suitable public liability insurance. If your event requires any special arrangements in terms of insurance it is the event organiser's responsibility to inform Ashman media before the order is placed.

9. Working within the Law

Ashman Media work within the law to produce the material for your edit. We will do all we can to seek permissions, licences and approvals where needed. An overview of the law relating to UK photography and videography can be found on wikipedia under 'Photography and the Law'.

10. Clarity and Purpose

Before filming takes place please speak to Ashman Media for clarity on any of the points listed above.

The goals and objectives of Ashman Media are to produce a high quality representation of your event at an affordable cost. To work within the law and guidelines to promote your event in the most positive way.