



Rob McInnes | Audio: Terms & Conditions

1. **Booking & Deposit:** A 50% deposit will be required at the time of booking. The remaining balance is due before final delivery of data – **no exceptions**. I reserve the right to withhold data until full payment is received. For sessions charged by the hour, payment will be made at the time of booking, unless alternate arrangements have been made (*minimum two-hour booking*).
2. **Rescheduling:** Please notify me at least 48 hours in advance if you need to reschedule your booking. If I am not made aware of a rescheduling within this time frame, 50% of the initial deposit will be forfeited. I understand that unforeseen circumstances can occur from time to time, however this measure is in place to protect my business and ensure that my time is respected.
3. **Cancellations:** In the event of a cancellation, please notify me at the earliest possible opportunity. For all cancellations the initial deposit will be forfeited – **no exceptions**. As stated above, sessions may be rescheduled in extenuating circumstances (*please refer to point 2 for details*).
4. **Session Start & End Times:** Sessions will commence at the agreed time, **whether the client is present or not**. Arrangements have been made specifically for your session, therefore any additional studio time required, due to disregard for session times, will be charged at the hourly rate (*extending a session past the hours agreed will be at the discretion of your Engineer*).
5. **Data Transfer and Storage:** Once a project is complete, the final audio data will be delivered to the client via Dropbox or transferred to a hard drive provided by the client. I often back up data, however I accept no responsibility for loss of data after a project is complete. If you require the ProTools session files from your recording session, this can be arranged for a fee: Processing will be removed to protect my intellectual property, unless agreed otherwise.
6. **Damage to Studio Property:** Clients are financially responsible for any damage to studio equipment or property, caused by themselves or their associates. Any damages will be charged to the client before any final audio files are released.
7. **Expectations:** To ensure the most efficient use of your time, please arrive well-rehearsed and prepared for your session. While I strive to accommodate clients of all skill levels, failure to prepare to the best of your ability is likely to impact on your final product. **Ensure instruments are set up to a high standard, with fresh strings where possible.**