

# Quotation

**Prepared for:** Chamber of Mines  
**Prepared by:** Dale Ballantine

**Date:** 13<sup>th</sup> June 2012

**Project Title:** Learning Hub Video

**Project number:** IVC0062

Thank you for the opportunity to quote on the Investec “Learning Hub Video” production. This quote includes everything needed for a broadcast quality production, but more importantly will be executed by a team of creative professionals committed to communicating your message.

## Budget:

The budget for the above production will be R18, 525, and is broken down as follows:

Description	Unit	Quantity	Unit Price	Total
<b>Filming &amp; Projection</b>				
Camera Hire	Per	2	R1 450,00	R2 175,00
Camera Operator	Per	2	R2 800,00	R5 100,00
Lighting Kit Hire	Day	1	R450,00	R450,00
Editor	Day	2	R2 800,00	R5 600,00
Motion Graphics	Total	1	R2 450,00	R2 450,00
Music Royalties	Total	1	R1 500,00	R1 500,00
Conversion & Mastering	Total	1	R1 250,00	R1 250,00
<b>Total</b>				<b>R18 525,00</b>

## Terms and conditions:

- 1) The payment terms for the above are strictly 50% deposit on confirmation of job and the balance on completion (sign off) of the job. VAT is not payable since Indie Village is not a VAT vendor.
- 2) Indie Village requires that a representative of the client be appointed to them for all dealings regarding the job above. This person acts for and on behalf of the company, should any changes be made after their approval, we will charge accordingly.
- 3) Items created may not be used for business purposes until such time as they have been signed off as completed. Should the product get used for business, we will consider this as a sign of client satisfaction and thus as the equivalent of being physically signed off.
- 4) While the content remains the property of the client, Indie Village reserve the right to use the project for portfolio purpose.
- 5) Any additional work after the completion of the production will be charged at R650 per hour.
- 6) All transport and accommodation costs will be at the clients expense.

I trust that the above meets your approval, and if you have any questions please do not hesitate to contact me.

Thank you,

Dale Ballantine  
E&OE

**Reply Form:** *(Kindly complete and return to us by fax on 086 602 8957.)*

I \_\_\_\_\_ of The Chamber of Mines accept the quotation IVC0062 and the terms stated therein. Our contact will be: \_\_\_\_\_.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_