



New Client Information and Policies

CLIENT INFORMATION

Please fill out the following information as accurately as possible.

TODAY'S DATE: _____

LEGAL NAME(S): _____

ARTIST NAME: _____

GENRE(S): _____

PHONE: _____

E-MAIL: _____

ADDRESS: _____

WEBSITE/SOCIAL MEDIA: _____

How did you hear about Chinchilla Studios?

- Craigslist
- Facebook
- Instagram
- Tumblr
- Referral: _____
- Other: _____

May we feature you on our website and/or social media pages?

- Yes
- No

Please continue to page 2. →

Initials: _____

POLICIES

Booking Sessions

To book sessions with Chinchilla Studios, fill out and submit a contact form online with the details of the project. Sessions must be booked at least 1 week in advance, and session availability is based upon staff availability for the session time requested. Cancellations or rescheduling must be requested at least 48 hours in advance. Cancellations not made at least 48 hours in advance will result in a charge of \$20 that must be paid at the beginning of the subsequent session. If an artist cancels without rescheduling or does not show up for a session 2 or more times, Chinchilla Studios reserves the right to terminate its relationship with the artist without refund, and any future work on current projects with Chinchilla Studios will be forfeited. If the artist fails to arrive within 30 minutes after the session start time, the session will be canceled, and the artist will be deemed a “no-show” and will incur a fee of \$20 that must be paid before booking another session.

Please note: Before booking, new clients who wish to record music at Chinchilla Studios must also submit a video of themselves performing one of their songs. Chinchilla Studios will use this video to determine whether or not the artist meets the proper caliber of professionalism for studio recording. To submit a video, please visit the Contact page and follow the instructions listed.

FOR RECORDING, PRODUCTION, EDITING, MIXING, AND MASTERING

Pricing

All recording, production, editing, mixing, and mastering sessions with the artist present will run \$30 an hour. All editing, mixing, and mastering sessions without the artist present will run \$20 an hour. Full payments for sessions with the artist present must be made at the beginning of each session before the session may begin, even if the artist arrives late or finishes a session early. For editing, mixing, and mastering sessions where the artist is not present, an estimate of total hours and equivalent price will be given. Full payment of the estimated price must be made before any work may take place. At the conclusion of the project, the artist will be reimbursed for any unused hours. If it is deemed that more hours may be necessary, the artist will be notified before work continues.

At the request of the artist and approval by Chinchilla Studios, project-based pricing may be made available. Pricing per project will be based upon the needs of the project, and payments must be made as follows: 1) 50% on day 1 of recording or production, 2) 25% on or before day 1 of editing, mixing, and mastering, 3) 25% at the end of the project. All payments must be made before the artist can receive any final products.

Please note that there are no refunds. If the artist is not satisfied with the product and would like to take the project elsewhere, they may request the session files or raw stems from the sessions for an hourly charge of \$20 an hour with the artist’s written consent. We currently accept cash and PayPal.

Artist Responsibilities

The artist is responsible for coming prepared, including but not limited to having all music to be recorded already written, memorizing all lyrics, being well-rehearsed, providing their own instruments (including any strings, sticks, drumheads, or anything else that may need to be replaced during the recording process), and having the instruments prepared for recording (properly tuned, intonated, set up, and etc.).

Receiving Product

Final products will only be given after all payments have been made. Final products may be transferred to a USB storage device provided by the artist or sent via WeTransfer to the artist’s e-mail address over the Internet. Any session files or stems (if requested) must be transferred to a USB storage device provided by the artist. Default final product format will be WAV and MP3. You may also request a low quality, watermarked copy of any work before it is finished. All session files are subject to deletion after two months from the finishing date.

Please continue to page 3. →

Initials: _____

FOR SESSION MUSICIANS

Hiring Session Musicians

Session musicians may be hired by the client to assist in the recording of vocals or instruments for projects. If the artist chooses to hire a musician provided by Chinchilla Studios, the artist will incur a charge of \$30 per hour for the time the hired musician spends performing in the studio. Artists may also opt to hire outside session musicians. Chinchilla Studios is not responsible for any agreements made between artists and outside session musicians. Artists are not required to be working on a project with Chinchilla Studios to use Chinchilla Studios's session vocal or session drum services. The price will still remain \$30 per hour.

FOR OTHER SERVICES

Score Creation

Score creation runs an hourly rate of \$30 per hour. There is a 1-hour minimum for this service.

Revision Sessions

Revision sessions run an hourly rate of \$30 per hour with the artist present or \$20 per hour without the artist present. There is a 30-minute minimum for this service.

Event Sound

Event sound services run an hourly rate of \$30 per hour plus \$1 per 5 miles driven to and from the event location. The client must provide the music and venue. Chinchilla Studios may provide speakers, microphones, cables, a laptop, and a mixer. Chinchilla Studios will be responsible for running the sound and using the equipment.

OTHER POLICIES

Zero Tolerance Policy

There is zero tolerance for the use or possession of alcohol or drugs at Chinchilla Studios. Failure to adhere to this policy may result in the termination of Chinchilla Studios's relationship with the artist without refund and the inability to book any future sessions.

Behavior Policy

Please be courteous and respectful to all staff members. Excessive foul behavior as deemed by Chinchilla Studios management may result in the termination of Chinchilla Studios's relationship with the artist without refund and the inability to book any future sessions.

By signing below and initialing at the bottom of each page, I acknowledge that I have completed the above client information as accurately as possible and have read and agree to the policies stated above on my behalf and/or the behalf of the artist.

Signature: _____ Date: _____

Print legal name: _____

Print artist name: _____

Initials: _____