



Red Penguin Productions

Order Form

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alternate Phone: _____

Email: _____

By sending in this order form, client is agreeing to be bound by all terms and conditions listed here:

- Payment of \$150 deposit is required with the order form.
- Please clearly label all materials sent to Red Penguin Productions. When referencing materials, always reference those labels (example: photo1, photo2, video segment 1, et cetera.)
- Upon receipt of the order form and \$150 deposit, Red Penguin Productions will draft a written "storyboard" for client's approval. If the client is happy with the storyboard, then the client signs it and sends it back with the remainder of the balance. Client does not have to pay the \$150 deposit twice.
- The deposit includes 3 storyboard attempts. Any more after 3 will be subject to a \$25 fee each. By signing the storyboard and sending it back with remainder of payment, the client is indicating that the design phase is complete and no more changes will be made. The client understands that Red Penguin Productions will then make a best effort to craft the video to the design in the story board.
- Client agrees that any changes made after storyboard sign-off are subject to a \$75/hour fee with a 4-hour minimum. Also, client must pay for any DVD's & CD-ROMs that were already created.
- Client will ship photos, videos, music, order form, detailed instructions, and deposit to Red Penguin Productions.
- Red Penguin Productions highly recommends the use of insured shipping with tracking, as we cannot and will not guarantee safe delivery.
- Red Penguin Productions accepts personal checks and cashier's checks. Checks returned because of insufficient funds are subject to a \$30 administrative fee.
- Red Penguin Productions absolutely cannot and will not use copyrighted materials in our products without the written permission of the artist.
- Terms and conditions can change without written notice. Please check <http://www.red-penguin.net> for the latest.

Signed: _____ Date: _____

Please mail this order form, along with \$150.00 deposit,
all required media (CD's, tapes, photographs, etc.) to:

Red Penguin Productions
30 Watson Hill Road
Raymond, NH 03077-1855

Please ship all items insured with a tracking number.

Please visit website for more information: <http://www.red-penguin.net>.