

Revision Policy

This policy explains how changes work on projects with [Studio name]. It is part of our agreement with [Client name] for [Project name].

1. Rounds included

Your project includes [number] rounds of changes [to the film / to the edited photos].

2. What a round is

A round is one set of notes on one version. We make the changes and send a new version, which starts the next round.

Please collect notes from everyone on your side and send them together. Notes that arrive separately for the same version count as one round, and we start work when the set is complete.

3. How to give notes

Leave notes on the review link, at the moment in the film or on the spot of the photo they refer to. A note that says where, and what should change, is one we can act on in a single round.

4. When notes are due

Please send notes within [number] business days of receiving each version. If we have not heard from you by then, we will check in once. If there are still no notes [number] business days after that, the version counts as approved and the schedule moves on.

5. Changes and new requests

A change adjusts what we agreed to make: timing, color, the order of shots, a word in a title. A new request adds to it: a new scene, another version, a different length, another set of photos. New requests are quoted separately and may move the delivery date.

6. Our mistakes

If something does not match what we agreed because of an error on our side, we fix it at no cost, and the fix does not count as a round.

7. Extra rounds

Rounds beyond those included are [price per round / billed at hourly rate per hour]. We will tell you the cost before starting one.

8. Approval

When you approve a version, it is final. Changes after approval are billed as extra rounds. Final files are delivered once the project is approved and paid in full.

The short version, for a quote

Includes [number] rounds of changes. A round is one set of notes on one version, sent within [number] business days. Further rounds are [price] each. Fixes for our own errors are free. Approval is final.