



## **Description of services:**

Depositions are taped on DV tape (other formats available; prices may be higher), using a 3 chip camcorder (time and date can be inserted on the tape if needed.). Lavalier microphones for up to four persons will be provided (more can be provided at additional cost.). TV lighting will be used if needed.

## **Rates:**

Equipment and operator: \$75/hr, with a three-hour minimum.

DV camera master tapes: \$5 to \$14.

VHS copies: \$20/tape.

DVD's: \$20/hr for DVD master; \$15 per DVD copy.

Video-transcript synchronized CD's: \$100/CD for up to 2 hours per CD (cost for ASCII transcript file not included).

Editing: \$75/hr plus cost of tape.

Travel outside of the Greater Portland area: \$30/hr + \$.45/mi + tolls (travel time included in the three hour minimum).

Fees for additional services are available upon request.

## **Terms:**

Out-of-state clients: COD. Copies will be sent FedEx 2 day, unless otherwise specified by client. Communication Directions retains the DV camera masters, unless requested by client.

In-state clients: 30 days.

## **Cancellation policy:**

If the videotaping is cancelled within one business day prior to the date of the videotaping, the client will be charged a fee of \$105. If the videotaping is cancelled while en route to the deposition or later, the client will be charged the three-hour minimum, along with any incurred travel expenses.

Please contact us as soon as possible if you have any questions or if there are any changes to the deposition. (Rates, terms and services are guaranteed for 30 days from date of confirmation.)

***For more information on Communication Directions and our other media production services, please call (207) 642-3417 or visit us at [www.communicationdirect.com](http://www.communicationdirect.com).***