

Dear Client

*Thank you for making the choice to work with Ibillion Music as your music industry supplier!
 Your first step to our fantastic service is to fill in this form so we can get you on our bookings system:*

*** required**

CLIENT INFORMATION	
TODAY'S DATE:*	
FULL NAME AS PER ID BOOK:*	
ID NUMBER:	
COMPANY DETAILS: (if invoices need to be made out to a company)	Co. Name: _____ * Reg. No.: _____ * VAT No.: _____
ARTIST NAME/NICKNAME:	
TELEPHONE NUMBER:	
CELLPHONE NUMBER:*	
FAXSIMILE NUMBER:	
E-MAIL ADDRESS:	
POSTAL ADDRESS:*	
PHYSICAL ADDRESS:	
WHERE DID YOU HEAR ABOUT US:	

(Use your real or company name as reference when making payment)

OFFICE USE ONLY	
DATE LOADED:	



TERMS OF SERVICE

By engaging our services, the client hereby agrees to the hiring of Ibillion Records cc t/a Shaw Music Studios. The total payable by the client to Ibillion Records cc t/a Shaw Music Studios shall be according to the invoices the client receives, excluding VAT (if applicable) payable as set out in our general terms of service, as follows:

- 1) A 50% holding deposit of the quoted hours must be paid to confirm a booking. In the event that the client pays 100% of the quoted service fee in advance via EFT, the client shall be entitled to a 10% discount (students 20% upon presentation of valid student card for every service engaged). "In advance" shall mean 36 hours before the requested time.
 - o A R45 handling fee is required for cheque payments and the booking is confirmed upon clearance of the cheque.
 - o A 10% handling fee on cash payments is required.
 - o A 15% surcharge is added to rush (immediate) bookings, and half-hours are charged at 75% the normal rate.
- 2) In the event that notice of cancellation is not given by the client within 36 hours before the booking, the holding deposit shall be forfeited.
- 3) The balance of the quote as well as the fee for any additional hours used must be paid at the end of the booking. Without payment any recordings, scores or other materials produced will not be released to the client.
- 4) Upon payment outlined in Term 3 above the ownership and copyright of any materials or recordings will vest in the client. The client's failure to pay the full amount shall result in Ibillion Records cc retaining ownership and copyright.
 - o The client agrees that all processes and skills of Ibillion Records cc t/a Shaw Music Studios are the property of Ibillion Records cc and as such only the results of such processes and skills are owned by and released to the client. This includes, but is not limited to, mixing and mastering equalisation, compression and other settings.
 - o Ibillion Records cc agrees not to share, distribute or pass on the client's material, whether provided to or generated by Ibillion Records cc, to any third party without the client's express verbal or written permission.
- 5) The client certifies that they have obtained any rights to use backtracks, cover-versions, samples or any other 3rd party property and indemnifies and holds Ibillion Records cc harmless from any damages that may arise from that use.
- 6) The client, when using business equipment, is liable for damages or repairs they may cause on this equipment and failure to pay for damages will cause forfeiture of any booked time, recordings, scores or other materials produced by Ibillion Records cc. The client's failure to pay shall result in Ibillion Records cc retaining ownership and copyright in any recordings or materials produced.
- 7) The client is prohibited from eating, smoking or drinking alcohol in the studio. Liquids must be handled with due care (subject to clause 6 above).
- 8) The client accepts the risk and holds Ibillion Records cc harmless in the event of losing any or all data, working files or other material from fire, theft or any other reason, in the possession of Ibillion Records cc. The client acknowledges that backing up these materials is their sole responsibility.
- 9) Ibillion Records cc shall not be liable to refund any amounts paid by the client. Payments not allocated to business services within 12 months of receipt shall be forfeited.

I acknowledge the above terms of service by completing and signing Ibillion Records' client information sheet and / or by engaging the services of Ibillion Records cc.

**BY SIGNING IN THE SPACE HERE YOU
AGREE TO BE BOUND BY IBILION'S TERMS
OF SERVICE:**

Signature: _____