



Client Services Contract

Client Name: _____

Contact Phone: _____

Contact Email: _____

Date Requested: _____

The contract shows an agreement between the Glass Jar Studio and the aforementioned client.

Services provided:

- ◇ Studio Recording
- ◇ Mixing Service
- ◇ Private Lesson
- ◇ Live Recording (travel costs will be added if applicable)
 - Independent Artist
 - High School/College Band
 - Individual Recital
- ◇ Live Sound Technician (travel costs will be added if applicable)

Agreed Rate: _____

Total Project Cost: _____

50% of project cost to be paid up front: _____

Terms of Agreement:

- Client shall pay **50%** of total project cost up front before services begin, with the exception of private lessons which must be paid before each lesson

- Client must provide full payment before he/she receives final project from the Glass Jar Studio
 - The security of artists' personal equipment shall be their own responsibility while in the complex or on the grounds. Glass Jar Studio and University Baptist Church will not be held liable for any loss or damage to artists' equipment.
 - The Glass Jar Studio and University Baptist Church are not responsible for accidents.
 - With use of overnight room, artist(s) are responsible for proper care of the overnight facility. If damages occur due to negligence in either the hospitality room or in the University Baptist Church facilities, artist(s) will be fined in order to provide repair of damaged items
 - There is a no smoking or alcohol policy within the premises of the Glass Jar Studio and University Baptist Church.
 - Glass Jar Studio will be happy to arrange for the hire of special equipment and/or studio musicians as long as sufficient notice is given and the artist(s) understand that artist(s) will be responsible for payment of studio musicians.
 - We strongly suggest that all mixes created by The Glass Jar Studio be mastered by a mastering facility, as this is a crucial step to the recording process. The Glass Jar Studio has a number of contacts that can be used, however this is a separate process, and must be arranged by the artist(s).
1. I have read and accept the conditions of the Glass Jar Studio, and agree to abide by them and any special conditions that have been communicated to me by a Glass Jar Studio representative.
 2. I accept that an additional charge may be assessed for damage caused to the building or immediate outside property through negligence or willful intent of the artist.
 3. I agree to the payment conditions listed above, which includes tracking, mixing, and editing services only. This price does not include mastering, duplication, or graphic design. These services must be done outside of The Glass Jar Studio facility.

Client Name Printed

Glass Jar Studio Representative Printed

Client Signature

Glass Jar Studio Representative
Signature

Date

Date