

recording^{DOT}LA

Policies & Fees - Important Information for Clients

Thank you for booking your recording with recording.LA!

We're looking forward to working with you.

Please read this document thoroughly.

This document includes information about important policies and fees related to recording sessions & concerts.

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- Rush Delivery Fee
 - Although the average turnaround time for digital delivery of a recording is approximately 3-10 days, actual turnaround times can vary.
 - In the busier times of the year (including but not limited to October, November, March, April, and May), turnaround times might exceed two weeks.
 - **If you have a deadline, please let the recording.LA general manager know immediately. Contact scheduling@recording.LA**

- Rush delivery fees are the only way to guarantee that you'll receive your recording by a certain date.
- Rush delivery fees are usually \$40, but they can vary from \$20 to \$60 or more.
- Same-day delivery requests are often subject to even higher fees.
- **If you book a recording session, please consider if you'll need to purchase rush delivery.**
- When you request rush delivery, the exact price will be provided to you.
- Cancellation Fee
 - For cancellations more than 7 days, there is no cancellation fee.
 - A \$40 cancellation fee is applied when the client cancels between 2-6 days before the scheduled recording.
 - A \$80 cancellation fee is applied when the client cancels less than 48 hours prior to the "downbeat time" (i.e. scheduled start time of the recording).
 - Clients may request a waiver of the cancellation fee if the recording is rescheduled. Approval of a cancellation fee waiver is at the discretion of Adam Borecki or the recording.LA general manager.
- Travel Fee
 - Travel fees may be applied for some recording sessions, depending on the location.
 - Generally, travel fees are calculated based on the IRS standard mileage deduction, \$0.58 per mile.
- Holiday Fee
 - Rates may be higher for services provided on or within 3 days of a major holiday.
 - Holidays may include, but are not limited to: Thanksgiving, Christmas, Easter, Labor Day, Memorial Day, and more.
 - For a more comprehensive list of holidays that may incur additional rates, please visit: <https://www.calhr.ca.gov/employees/pages/state-holidays.aspx>
- Data Loss Policy
 - At recording.LA, our standard operating procedure includes backup recorders.
 - Therefore, data loss is *extremely* unlikely.
 - For standard recording sessions, no insurance is provided in the unlikely event that the digital files from the recording are lost.
- Last-Minute Requests
 - Any request that is made less than 7 days prior to the start of a recording session and is not included in the "confirmation email" is considered a last minute request
 - Additional fees may apply.
 - Rates for services provided "last-minute" might be higher than standard rates.

Terms & Definitions

- **Downbeat Time**
 - The “Downbeat time” is the scheduled time of a recording sessions.
 - Cancellation fees are calculated based on the time relative to the downbeat time.
 - For example: Suppose that a client has booked a recording for a student recital is scheduled to begin at 7:30pm on December 25. The hall opens at 6pm. In this case, the “

- **Last-Minute**
 - Any request that is made less than 7 days prior to the start of a recording session and is not included in the “confirmation email” is considered a last minute request.

- **Turnaround Time**
 - The “turnaround” time is the span of time between the end of the recording session and the time in which the recording is delivered.

- **Digital Delivery**
 - Unless otherwise specified, all recordings are transferred digitally.
 - You should be able to access your recording with a “Download Code” on adamborecki.com, or with a URL sent to your email.

 - **Standard Digital Delivery**
 - Most standard recording packages include:
 - Individual files for each piece
 - Individual files for each movement of each piece
 - Trimming (a.k.a. “Basic editing”) - remove excess noise before/after musical material
 - .mp3 files = Audio-only, good quality, medium file size
 - .wav files = Audio-only, best quality, larger file size
 - .mp4 files = HD video, good quality, video in-sync with high quality audio
 - “Raw File Delivery”
 - Some clients have video editing experience.
 - If you have experience working with a program like Final Cut Pro or Adobe Premiere, you can request “Raw File Delivery”.
 - Note that raw file delivery does not include any post-production. You might be able to save money, but you won’t be able to use

the raw files unless you are “tech-savvy” and know to use professional video editing software.

- *Restriction for “Raw File Delivery”
 - Raw files, such as uncompressed video footage, is subject to restricted to the following delivery methods:
 - Google Drive File Stream
 - *This is *not* the same as Google Drive. “File Stream” is a desktop app that may not be available to all Google users and may require additional installation.*
 - Hard Drive
 - Raw files may need to be stored on a hard drive and sent through the mail. This is subject to additional expenses for labor
 - Any other service would require an additional fee to cover the labor costs of transferring files for any method other than those listed above.
- Physical Delivery
 - Physical Delivery refers to the production of audio CD, video DVDs, and/or video Blu-Ray disks.
 - Recording Dot LA generally does not create physical disks for any products.
 - If you’re interested in an audio CD and/or video DVD, or if you’re a USC piano major, we’d be happy to provide contact information to companies and/or local people who can create physical disks for you.
- Redundant Recording
 - “Redundant Recording” is also known as “backup recorders”.
 - At recording.LA, our standard operating procedure for recording sessions and concert recordings include redundant recording.
 - When video recording is requested, video is recorded “redundantly” (i.e. one video camera captures the entire concert, and a second, separate video cameras also records at the same time.)
 - When audio recording is requested, audio is recorded “redundantly” (i.e. one audio recorder captures the entire concert, and a second, separate audio also recordings at the same time.)