



WHIT 07 - Vienna - October 22 - 25, 2007
Order Form for Photo/Video Services



Ordered By		Company and Billing Information	
First Name:		Company:	
Last Name:		Departm.:	
Title/ Position:		Billing Address:	
Email:	@	City:	
Direct tel. no.:		Zip Code:	
Mobile no.:		Country:	
Exhibitor On-Site:		VAT no.:	
Booth no.:		Website:	
Additional Info:			

Photo/Video Service Information

EVENT PHOTOGRAPY: Assignment description. (What, where and when do we shoot?)

Description:

Date:		Location:	
Start time:			
End time:			
On-Site Contact:		Mobile no.:	

VIDEO PRODUCTION: Assignment description. (What, where and when do we shoot?)

Description:

Date:		Location:	
Start time:			
End time:			
On-Site Contact:		Mobile no.:	

EVENT PHOTOGRAPHY and VIDEO PRODUCTION Pricing

Photography Services, 300 DPI pictures in JPG format	Services Provided	Price	Quantity	Total in Euro
	Minimum Charge 1st hour (includes max 6x edited and captioned pix)	€ 200, -		
	Additional hour(s) (photographing/editing - must be consecutive hours)	€ 160, -		
	Conversion of pictures for web-publishing (72 DPI 10 x 15 cm)	€ 30, -		
Video Production Services	Minimum Charge 1.5 hours (includes 1x minutes of edited footage)	€ 750, -		
	Additional hour(s) (filming/ editing - must be consecutive hours)	€ 300, -		
	Conversion of footage into pod-cast format	€ 80, -		
Delivery of Production Material	Email or FTP, pictures/pod-cast video, included in work hours	€ 0, -		
	Additional Emails or FTP transmissions (as mentioned above)	€ 20, -		
	FTP transmissions for AVI or WMV video formats	€ 80, -		
Only for hand-outs On-Site!	Pictures delivered on CD-ROM / CD-ROM	€ 20, -		
	Video pod-cast / AVI or WMV format delivered on CD-ROM / CD	€ 30, -		
	Conversion of Video on to DVD broadcast quality / DVD	€ 100, -		
	Video broadcast quality delivered on Tape DVCAM PDV-40N / Tape	€ 50, -		

Delivery by other means contact Organizer	Shipping & Handling	
	Subtotal	
Clients who do not provide the Company VA T / TVA / UmSt. Number, will be subject to:	Sales Tax	21 %
Signature: Date, Place:	Total	

Delivery Information		
DEADLINE:		Electronic Delivery Information
By Email to:	@	
Via FTP:	Server:	
	User name:	
	Password:	
	Remote path:	
	Other instructions:	
DEADLINE:		Company Shipping Information
Company:		
Department:		
Recipient:		
Shipping Address:		
City:		
Zip Code:		
Country:		
For additional information on photo or video services, please contact: Jacqueline BOWMAN 6 Mobile phone: + 32 472 544 578 At your service: Photographer: Juha ROININEN Cameraman: Veit-Ulrich BRAUN All photos can be viewed on: http://www.eup-images.com/		

Terms and Conditions

Claims must be made in writing within seven (7) days of receipt of materials.

Payment:

The clients will be invoiced after the event by EUP & Images sprl
 Invoices must be paid within 30 days of invoice date. (If the client does not request otherwise)

Delays or non-payment:

Administration fee of € 25, - will be added on each reminder, with an additional **1%** of interest on the total per month.
 After three (3) reminders legal actions will be taken. **1%** of interest on the total per month will be charged until a settlement is reached.

Shipment of material:

The material is shipped a minimum of ten (10) days after the closing date of the event, if not otherwise agreed with the organizer.