

Scope	<p><i>As standard:</i></p> <ul style="list-style-type: none">• Transcription and subtitling• Dialogue editing and restoration• Grading• Framing & blanking correction• Loudness normalisation for online platforms• Deliverables for online platforms• Secure project archiving <p><i>On request:</i></p> <ul style="list-style-type: none">• UK broadcast deliverables (AS-11)• Broadcast loudness mixing (EBU R128)• Broadcast automated QC (AQC)• Broadcast Harding test (PSE)• Broadcast eyeball QC• After Effects graphic adjustments and rebuilds• Redaction & blurring
Rate <i>(online & audio)</i>	£350 per day
Rate <i>(subtitling only or QC only)</i>	£10 per minute of runtime 10 minutes minimum charge
VAT, holiday pay, equipment hire	Not applicable / no charge.
Cancellation	All completed hours liable for payment. Reasonable additional hours may be charged for outstanding paperwork and delivery.
Payment schedule	Payment within 30 days of invoice. No pre-payment required. Late payments subject to statutory interest (8% + BoE base rate).
Copyright	No claim made to copyright of delivered assets.
Retention	Archived for 500 days unless otherwise agreed. Retrieval is chargeable after invoice due date.