

# Tom Conklin Voiceover

## RETAKES AND REVISIONS POLICY

**Retakes (mistakes made by me) are included at no cost.**

**Revisions (changes made to the script by you after recording):**

- Minor Revisions (one or two words): \$50
- Major Revisions (more than two words): \$100 minimum
- Re-Reads of 30% or more of the original script: Original rate

**Performance Retakes (during undirected sessions):**

For undirected sessions, where I am recording the files in my studio at my own direction and sending them to you, if you need me to re-do lines for performance reasons, I will gladly do one round of Performance Retakes at no cost. Please try to communicate any and all direction and/or change of direction at this time. After the first round of retakes, subsequent rounds are charged as Revisions, listed above.

If retakes are required for any pronunciation preferences that are not specified either by a pronunciation guide or otherwise in writing, these will be treated as Revisions and are billable. Examples of this include: “ee-ther” vs. “eye-ther,” “off-ten” vs. “off-en,” “oh” vs. “zero.”

When sending a change request, please highlight the lines in the original script or list the full sentence to be re-recorded, the sentence before, and the sentence after so I know what I’m talking about. If applicable, please include the time index of the video so I can match tone and pace.

Please submit all change requests within 30 days of receiving the original recording. After 30 days, any and all change requests will be charged the original rates.