

project estimate form



today's date _____

due date _____

client and project information

organization _____

main contact name _____

primary contact number/e-mail address _____

project title _____

estimate

Please note that this estimate is based on the best information available at the time it was developed. baobab tree studios will require that a new estimate of fees be created if the scope of work outlined below changes.

capture event _____ hours @ ___\$/hour = \$ _____

audio capture _____ hours @ ___\$/hour = \$ _____

video capture* _____ hours @ ___\$/hour = \$ _____

___ camera operators _____ hours @ ___\$/hour = \$ _____

___ production assistants _____ hours @ ___\$/hour = \$ _____

creation of graphics (not included in editing) _____ \$ _____

close-captioning or subtitles = if provided by client \$ _____

= if provided by baobab tree studios \$ _____

edit to final version _____ hours @ XX\$/hour = \$ _____

disc copies _____ copies @ \$each = \$ _____

other _____ \$ _____

other _____ \$ _____

basic production costs

one camera = \$___/hour

two cameras (one static, one mobile) = \$___/hour

two camera (both mobile) = \$___/hour

DVD copies = \$___/disc

travel (outside of New Haven) = \$___/mile

* A minimum of 30 minutes will be added to the video capture time to allow for set-up.