

**Ingalls & Co. LTD**  
Tape 30 Media  
Project Brief

1. **PROJECT NAME.** The working title for this project, for billing, tracking, and internal use purposes shall be \_\_\_\_\_.

2. **DELIVERY DEADLINE.** The Final Cut needs to be completed by \_\_\_\_/\_\_\_\_/\_\_\_\_ (the "Delivery Deadline").

3. **POINT-OF-CONTACT.** The designated Point-of-Contact for this project shall be:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title/Position: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

4. **PURPOSE:** The purpose of this project, or what I am trying to accomplish or convey with it is as follows:

\_\_\_\_\_  
\_\_\_\_\_

5. **BUDGET.** I am willing to spend up to \$\_\_\_\_\_ on this project.

6. **TOTAL RUN TIME.** The Total Run Time of the Final Cut needs to be:

Approximately | Exactly | Less Than | More Than  
\_\_\_\_\_ Hours \_\_\_\_\_ Minutes \_\_\_\_\_ Seconds.

7. **CONTENT REQUIREMENTS.**

7.1. The Final Cut shall contain/have:

\_\_\_\_\_  
\_\_\_\_\_

7.2. The Final Cut would preferably contain/have:

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7.3. The Final Cut could also contain/have:

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7.4. The Final Cut shall **not** contain/have:

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8. **SUMMARY:** If you already have a clear vision for this project, please describe it below (use additional pages if needed):

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9. **SPECIAL REQUESTS:** Do you need anything specific, such as captions, special codecs, or audio-only versions? Describe your special request below:

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10. **PACKAGES.** Final Cuts are by default delivered as an .mov file in the h.264 codec in HD resolution, but we offer other package options as well. Circle the name(s) of any package option(s) below you would like:

**EXTRA RATIOS.**

If you need the same project in multiple aspect ratios (e.g. 16x9, vertical, and 4:3), this can be provided starting at \$20 per additional aspect ratio, with an additional \$4 for every minute of run time over 5 minutes.

**4K FINAL CUT.**

The Final Cut of your project will be delivered in 4K resolution (or equivalent), in addition to the HD versions, for \$100.

**SUPER QUALITY.**

The Final Cut of your project will be delivered in the DNxHR HQ codec for \$100. These files have the quality and detail of broadcast and physical media. You will still also receive the h.264 codec files as well.

**ON A DRIVE.**

The Final Cut of your project will be delivered on a physical SSD. Pricing is based on the size of the drive needed and the method of delivering the drive to you.

**ARCHIVE IT.**

For 50¢ per gigabyte, all files for your project will be forever stored on our archives. This way, if you ever need them again, we'll have them ready.

**ORIGINAL FILES.**

For \$3 per minute, we will give you the original footage files, with their copyright assigned to you. Please note that the file sizes for the **ORIGINAL FILES** package may require the **ON A DRIVE** package.