

# Project Delivery & Storage Policy

As a professional videographer and photographer, I am committed to delivering high-quality work and ensuring a smooth experience from project start to finish. To maintain clear expectations and ensure efficient workflows, the following policy outlines project delivery timelines, revision windows, and long-term storage terms.

## 01 Project Completion Timeline

All projects will be completed within 12 weeks from the agreed-upon project start date, unless otherwise stated in writing.

## 02 Revision Request Window

Clients have a 4-week window following project completion (i.e., by week 16 from the start date) to review their deliverables and request up to 3 revisions. After this period, the project is considered finalized and closed.

## 03 Long-Term Storage & Archival

Once the 16-week period has passed, all project files will be moved to long-term storage. While I make reasonable efforts to archive client projects, I am not responsible for maintaining long-term storage or file backups indefinitely.

## 04 Post-Closure Requests

If a client requests edits, revisions, or access to files after the 16-week period:

- A \$50/hour fee will be applied for locating, retrieving, or modifying any stored files.
- Turnaround times for post-closure requests may vary depending on the scope and my availability.

## 05 Discretionary Rights

I reserve the right to:

- Deny any request for revisions, access, or changes to the project at my sole discretion, including requests made after the delivery or storage period.
- Remove or replace audio tracks (such as music, dialogue, or other sound elements) from a project at any time if necessary, including for licensing, content, or creative reasons.