



The H is Silent, *but I'm not!*

The H is Silent but I'm not, especially when it comes to good communication. Here are some guarantees along with a few simple questions to ensure you get exactly what you need, how you need it, and when you need it.

You will get your finished audio as quickly as I can provide it. To that end...

- Let me know your deadline
- Ensure the script has been approved by your Legal Department
- Please proof the script. Perfect spelling & grammar will give you a better performance. FYI Oxford commas are a big help!
- Send a pronunciation guide if needed
- If you plan on putting music under the narration, send me a clip in advance. Getting a feel for tone and pace via the music is a BIG help!

You will get studio-quality audio. I use a Sennheiser 416 microphone, a MOTU M2 audio interface, and Adobe Audition CC 2024.

You will get “cleaned up” audio. Unless you want it raw, that is! Default is 48000 24-bit mono WAV files. Just let me know if you require different settings or outputs. If you need split up sound files, I charge \$1 per file. FYI “cleaned up” means I remove the big breaths, boo-boos, burps, and curses. 😊

You are welcome to give direction at no extra cost via conference call, SourceConnect Standard, Zoom, etc. Before the session, please make sure you have the most recent version of the software in question then reboot your computer & wifi router. If your desktop or laptop computer supports the use of an Ethernet cable, please use one.

Here is my Change Request Policy:

“Retakes” (my mistakes) are included at no cost.

“Revisions” (when changes are made to the script after I record it) are charged as follows:

- Minor Revisions (one or two words/sentences): are included at no cost
- Major Revisions (more than one or two words/sentences): minimum \$75
- Complete re-reads of Short-Form Projects (less than 10 minutes): minimum \$150

“Performance” Retakes: if you need me to re-do lines for performance reasons, you will get one round of Performance Retakes at no cost. After that, they are charged as Major Revisions.

When sending a Change Request; 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 the heck I’m talking about. If applicable, include the time index of the video so I can better match tone and pace.

Please submit all Change Requests within 30 days of receiving the original recording. After 30 days, Change Requests will be charged as per the original rate structure.

You will be invoiced in a timely manner so you can proudly put an exclamation mark at the end of the awesome sentence that is this project.

To help you do that, I need:

- Your company’s full contact info
- Your form of payment: I accept payment by check, credit card, ACH/direct deposit, PayPal, Venmo, Google Pay, Samsung Pay, Melio, Zelle, and Wise
- Your form of currency
- Your billing cycle

AI Rider

Receipt of the invoice confirms that you (the client) expressly agrees not to utilize any portion of the recording or my (Tom Dheere's) performance for purposes other than those specified in the initial Agreement between us.

Specifically, you shall not utilize any recording or performance of mine to simulate my voice or likeness, or to create any synthesized or “digital double” voice or likeness of mine. You will not sell or transfer all or part of any of the recordings or my performance to any third party without my knowledge and consent.

You agree not to enter into any agreements or contracts on my behalf which utilizes all or any part of any of the recordings or my performance without my knowledge and consent.

You agree that any recordings of performances stored in digital format will be reasonably stored so that unauthorized third parties may not gain access to the files containing my voice or likeness, and if such files are stored in “the cloud” you agree to safeguard the same through encryption or other “up-to-date” technological means.

Don’t hesitate to ask if you have any questions. Thanks for choosing me to be the voice of your project. Because pros like you deserve a pro that cares.

Tom

Tom Dheere 2017