

**Drew Landry**

Montana Music Vault

PO BOX 225 East Glacier, 59434

# INVOICE

QUOTE #102

**PREPARED FOR**

**Browning Public Schools**

Superintendent Corrina Guardipee-Hall

PO BOX 610

Browning, Montaa

**PREPARED DATE**

Oct 4, 2023

**EXP. DATE**

Dec 1, 2023

The following pages contain an itemised quote for creating two separate videos for Browning Public Schools under the direction of the Superintendent Guardipee-Hall with the support of Robert Hall.

We will produce a commercial/PSA style video and a longer informational video (estimated run time between 10-20 minutes) for BPS. These works will highlight the achievements of students, faculty and staff at Browning Public Schools.

The process for Completing our BPS video project in 2023 requires:

- 1) We storyboard the basic idea for each video and identify 4-7 employees and a number of students that will be featured.
- 2) Devise questions that support the storyline & conduct interviews in a timely manner
- 3) Capture B-Roll of Classroom interaction, facilities, events and gather/work with current logos and marketing materials.
- 4) Create a release form that shields BPS from liability.

*\*We will need the proper spelling and title for all of the individuals that will be in our film. They will be correctly submitted on the release form*

#### **Preparation & Preproduction Work**

1-2 days will be spent creating the storyline for the video. At this time we will also be scheduling interviews and determining what shots best highlight BPS facilities. We will collect any promotional materials (historical pictures, logos, & images from old sporting events, year books or previous promotional campaigns) and Storyboard our project.

The interviews will be completed the following week. We will also capture classroom interaction and footage of BPS facilities as outlined in pre-production.

Once interviews and B-Roll have been captured, I will spend a few weeks completing a draft of both videos. I will deliver a rough draft of this work via email before December 1, 2023. Please get me any proposed changes back in a week's time and the final deliverable video will be completed before the new year.

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TITLE

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DATE

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**AGREED AND ACCEPTED:**

| Quote for 2 BPS Promotional Productions  | QTY | PRICE   | TOTAL          |
|--|-----|---------|----------------|
| Conducting 4-7 Interviews w/ BPS staff & several students  |     | \$1000  |                |
| Working with BPS Superintendent, Faculty & Staff during Pre & Post Production - Creating a storyline - Collection of Archival Images and documents |     | \$500   |                |
| Capturing B-Roll footage of Classroom activities, facilities and events. Use of previously captured footage and Completing the Storyline           |     | \$500   |                |
| Editing The Project \$1000 + Technology Expense \$250 (extra hard drive, memory cards or equipment rental)   |     | \$1,250 |                |
| Total Expense of project   |     |         | \$3,250        |
|  |     |         | <b>\$3,250</b> |

TITLE

DATE

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**AGREED AND ACCEPTED:**

**THIS QUOTATION IS SUBJECT TO THE FOLLOWING  
TERMS AND CONDITIONS:**

1. First payment of \$1, 625 will be made once filming is complete or before October 28th, 2023.
2. Final payment of \$1,625 will be made on or before December 1st, 2023 (once proposed project draft is submitted)
3. A working copy of the project for review will be submitted via Youtube link. The final copy of the video will be submitted via in m4v form as download or on storage device.
4. This quotation may be accepted to form a binding contract upon any one of the following with signature below.

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**TITLE**

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**DATE**

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**AGREED AND ACCEPTED:**