Session Work Order

Client Name: _____ Start Date: _____ Time: _____

Company: _____ Day: _____ Invoice #: _____

Address 1: _____ Terms: _____

Address 2: _____ Confirmed: _____

City/St/Zip: _____ Phone: _____

Project Title: _____ Fax: _____

Project #: _____ Alt/Cell: _____

Ref. PO #: _____ E-Mail: _____

Description: _____

_____

Talent Fee: _____

DATE:	IN:	OUT:	WORK DONE – STUDIO TIME/TALENT FEE:	TIME:	UNIT:	AMOUNT:	OFFICE:

Miscellaneous:

DATE:	QTY.	ITEM:	AMOUNT:
		ISDN/Phone	
		Outside Studio Fees	
		Travel	

Delivery/Format:

FORMAT/DATE:	VIA:	AMOUNT:
TRACKING NUMBER		

Comments – File Name:

Billing:

	RECEIVABLE:	FEES PAYABLE:	PAYABLE CHECK NUMBER – DATE PAID:
Talent Fee:			
Studio Time:			
Miscellaneous:			
Shipping:			
Sales Tax:			
Other Income:			
Other Expense:			
TOTAL:			**Net:**

PAYMENT: Date Rcvd: _____ **Check #:** _____ **Other:** _____

How to use the Session Booking Form:

This Session Information Form is the result of many years of refining various work order layouts. The form includes most of the information necessary for a voiceover recording session. If you include production, editing, music, video services, or sub-contract other voice talent, an engineer, or office help as part of your business, you may want to expand the form to include those other aspects of your business.

After you deliver your session and invoice your client, the project's script can be attached to this form for future reference. You might also keep this form and the script attached to your invoice until payment is received.

Client & Project Information:

Here you will enter your client information and details regarding session start date and time. It's important to also make a note of the payment TERMS you negotiate with your client. Note the PROJECT TITLE and, if provided, the PROJECT # as references to be included on the final invoice. Many larger companies will only pay you if your invoice includes their Purchase Order Number, so be sure to include the PO # in the appropriate space. If you are confirming your booking with a Credit Card, your client's card info can be included in the CONFIRMED space. Don't forget to include expiration date and the CVC number if you will be taking payment via your client's credit card. This space can also be used to note the confirmation date or any other details regarding how the session was booked. The Invoice # won't be entered until you create your invoice later on.

Description:

Use this area for specific details on the project being booked.

Talent Fee:

Make a note of your talent fee agreement here. If your negotiated talent fee is an hourly rate, flat fee, sliding scale, union rate, includes agent commission, includes re-takes, requires additional fee for re-takes, etc., you can make a note of it here. Additional notes can be made in the Session Information area below.

Session Information:

Recording a project can often occur over a period of several sessions. Here's where you'll keep track of the DATE, START, and ENE time for each segment of your recording. This is especially handy for long-form projects that are recorded over several days. The TIME column is for noting the total amount of time for each segment of your session. In the UNIT column, you can enter your hourly fee for studio time or talent fee. The AMOUNT column is for the total amount to be billed for each segment of your session. The OFFICE column can be used for entering additional charges for office services, sub-contracted labor, materials used, etc. When you prepare your invoice, this section will give you most of the information you need to document your charges.

Miscellaneous:

If you're like many voice talent, your studio time and voiceover fees may only be part of the total charges you'll be billing to your client. ISDN fees, phone charges, travel, outside studio costs, co-op talent fees, pick-up fees, editing fees, music licensing fees, copy writing fees, and more are all possible fees that might contribute to your total billing.

Delivery/Format:

Here's where you can enter the delivery or file format of your completed project and the method of delivery to your client (FTP upload, E-mail, file transfer service, shipping, etc). If there are any charges involved in delivery, such as mailing an audio or data CD, they can be included here. There's also a spot for noting a tracking number if shipping by FedEx or UPS.

Comments:

Make any special notes regarding the session here. This area is especially helpful if you experience a problem during the session that may affect future projects, or if there are other individuals involved in the session that you would like to thank afterwards. This is also a good place to make a note of the file name(s) of the completed project or the storage location of your files.

Billing:

Here’s the heart of your Session Booking Form. All the details of your session charges and fees are included here. The information in this summary also includes the total amounts of any expenses you might incur as part of your session. At the bottom of the form is a place to note the details of payment when it is received. When payment is received, file the paid invoice for tax purposes and keep the work order and script in a separate file for your client. You may want to refer to them for pick-ups or when booking future projects.