**PICKUPS POLICY TEMPLATE**

Feel free to copy and paste this policy into your own website. Adapt it for what works for you and evolve it over time for your specific needs and the needs of your clients.

**RETAKES AND REVISIONS POLICY**

**Retakes (my mistakes) are included at no cost.**

**Revisions (changes made to the script after recording):**

* Minor Revisions (one or two words): $50
* Major Revisions (more than two words): $100 minimum
* Re-Reads => 30% of the original script: Original rate

**Performance Retakes (undirected sessions):**

For undirected sessions, where I am recording the files in my studio at my own direction and sending them to you, if you need me to re-do lines for performance reasons, I’m happy to do one round of Performance Retakes at no cost. Please try to communicate any and all direction and/or change of direction at this time. After the first round of retakes, subsequent rounds are charged as Revisions, above.

If retakes are required for pronunciation preferences that are not specified either by a pronunciation guide or otherwise in writing, these will be treated as Revisions and are billable. Examples: “ee-ther” vs. “eye-ther,” “off-ten” vs. “off-en,” “oh” vs. “zero.”

When sending a change request, please 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 I’m talking about. If applicable, please 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, any and all change requests will be charged the original rates.