



VHT Tour - Music & Narration

Terms and Conditions

In order for VHT Studios, VHT Photographers, Scriptwriters, Voiceover Talent and Editors to complete a VHT Tour-Music & Narration quickly and professionally, the following terms and conditions apply.

Summary of Process:

1. VHT Collects property information from client at time of order
2. VHT Photographer shoots property
3. VHT Studios edits photographs and sends ePostcard to client
4. VHT Scriptwriter writes script
5. VHT Voiceover talent records narration
6. VHT Studios completes VHT Tour-Music & Narration and sends URL tour link to client. The Tour and files are also distributed to destination Web sites and distribution points (i.e. cable television companies, brochure printers, newspapers etc)
7. Collateral materials are sent (if ordered)

1. Property Information - Immediately after the order is entered into our system, a VHT Tour Coordinator will send the client an introduction letter outlining the process and requesting property information. This information can be either emailed to VHT-Tour@vht.com, sent to our Des Plaines office location (Contact Us), or sent via facsimile to (877) 620-1861. Please include the agent's name and property address. If no information is provided by the time of the shoot VHT will find information on the property via the web and craft a script based on information available. Re-editing fees will apply if client requests narration to be edited at a later date.

2. Photography Appointment - The Client will receive a call from a VHT photographer by 7 pm the next business day after placing an order. The Photographer will suggest several times he/she is available to meet you at the property. The photographer is usually available to shoot the property within 2-3 business days. VHT requires that the client (or the client's representative) is present at the shoot.

3. Photograph Editing - Approximately one business day following the shoot date, VHT Studio will complete the process of optimizing the property's photographs. The client will receive a "Partial Tour Completion" email with a link to the ePostcard. This ePostcard can be added to the client's Web sites and/or emailed. The client can also download the 300 dpi print ready images for marketing materials (postcards/brochures, etc.) by using the VHT ImageWorks™ feature on the ePostcard

Note: The first e-mail the client receives will NOT contain the VHT Tour-Music & Narration. The client will be notified separately when the VHT Tour-Music & Narration is completed. When the VHT Tour is completed, it will automatically be added to the ePostcard under the "Take a Tour" button and the client will receive an email with subject "Studio Complete," from VHT Studio.

4. Script writing - Shortly after the photographs are shot, a VHT Scriptwriter composes the script.

5. Professional Voice Over - After the script is composed, a professional voice over talent records the narration. VHT Studios then completes the final editing of the VHT Tour.

6. Notification of Completed VHT Tour - The client will receive a 'Studio Complete' email indicating that the VHT Tour is complete. It takes approximately 4-5 business days from the shoot date to complete the VHT Tour-Music & Narration. VHT Studios completes VHT Tour-Music & Narration and sends URL tour link to client. The tour and files are also distributed to destination Web sites and distribution points (i.e. cable television companies, brochure printers, newspapers etc).

7. Collateral Materials - If collateral materials were ordered and/or any Value-Added options, the "Studio Complete" e-mail will also confirm the shipment of these materials a) Presentation Album, b) DVDs/CD-ROMs, and c) 5x7 prints). These items will be sent via DHL ground. Upgraded shipping options are available.



Other- Length of VHT Tour – Music & Narration - A VHT Tour's maximum length is 60 seconds. The script has a maximum of 75 words. Up to ten (10) photographs are utilized for the 60 second VHT Tour. Viewing statistics from thousands of video tours show that videos are rarely viewed for more than 1 minute. These are highlight videos intended to grab a viewer's attention and move them to take action; they are not intended to be documentaries. Also, the rule of "more is less" definitely applies to video. Being a highlight video, which showcases just the most important selling features of a property, less voiceover has much more impact than wall to wall narration.

Additional Editing Fee Schedule for VHT Tour-Music & Narration:

\$75 - 61-90 seconds and/or 11–14 photographs
\$150 - 91-120 seconds and/or 15–18 photographs
\$225 - 121-150 seconds and/or 19–22 photographs

Re-editing Fees - Any changes/modifications to a completed VHT Tour-Music & Narration starts at \$75. This includes changes to script, music, adding/deleting scenes, etc. Each change/modification request will be quoted separately and work will not commence without approval from the client.