Agency:

Creative Directors:

Director:

Producer:

Project:

Title:

Length:

Date:

Dear ……..

Please find enclosed our estimate of ……for the above production. As per PIBS I have set out below the inclusions and exclusions.

# Estimate includes:

* X location shoot days within M25
* X scout days, X days for permissions.
* X no of directors storyboard, with 1 set of changes.
* director’s recce.
* 1 day technical recce with HODs.
* X no of studio cast sessions and 1 cast recall..
* Wardrobe for featured talent.
* Location Fees for ……..
* catering for cast, crew & 3 Agency, drop boxes no dining bus or on set catering
* 1 x Digital HD Camera package, mute/ sync
* Unit base & parking for essential crew cars + minibus to transport crew
* Offline within X no of avid days up to agency cut
* Master and back-up hard drives.

# Estimate excludes:

* Agency and Client travel, hotel or subsistence.
* Artistes, transport, accommodation or per diems.
* Any costs related to product or artwork.
* Client offline avid days.
* Agency online and music.

Note about the job etc With thanks,