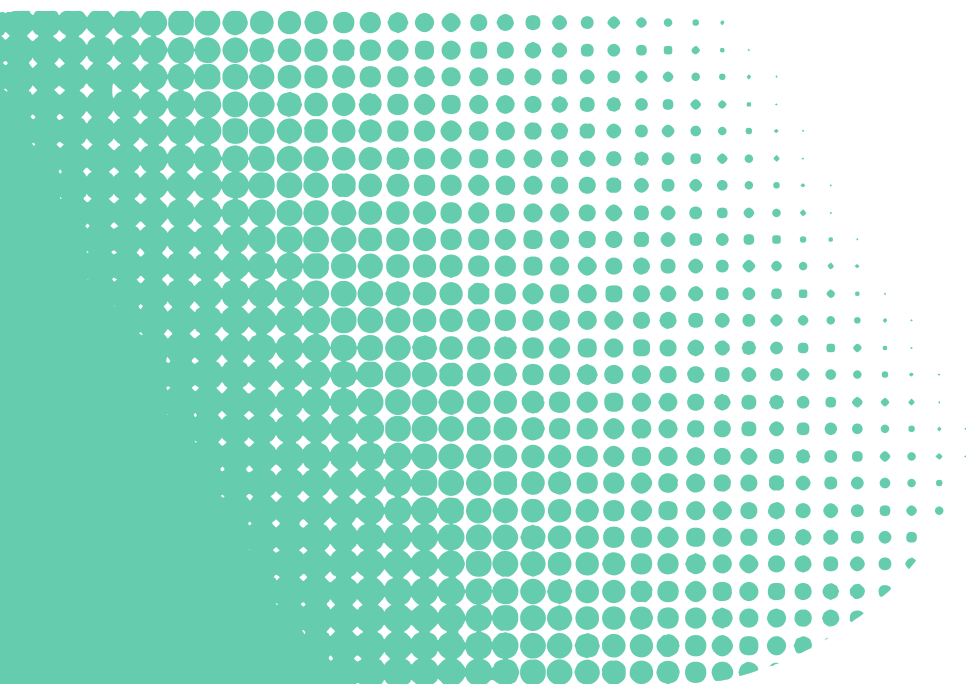




Studio Hire Checklist

September 2024



Studio Hire Checklist

This service involves the hire of a studio space, usually for the purposes of voice over work.

Please note that if the Studio is booked and the assignment is subsequently cancelled, for whatever reason, we do charge a cancellation fee. This is because we need to ensure we cover costs incurred from the non-refundable deposit paid to the Studio to keep it free for this project, and associated administration costs.

We refer you to our terms and conditions of business; please ask us if you need a copy.

Here are some questions to ask and things to remember when contacting us about your translation project:

- On what date(s) do you require Studio Hire?
- How long do you require the Studio to be booked?
 - *Please provide as accurate a time frame as possible*
- How many people will be attending the session?
- Will any language services be required for this project?
 - *e.g. voice over recordings in multiple languages, other translations or interpretations*
- Please provide us with as much project detail as possible.
- Do you have any special instructions for us?