



**POST PRODUCTION'S SERVICE
MONITORING AND BILLINGS
Policies and Procedures**
Department: Finance and Post
Production

1. OBJECTIVE

Ensuring that:

- 1.1 All services rendered by Post Production are properly accounted for.
- 1.2 There is proper charging to respective projects.

2. POLICY STATEMENTS

- 2.1 All quotations prepared by the Studio Manager and approved by Post Production Head are in accordance with the published rates attached on this policy. Discounts, if any, is subject to CFO/COO approval.
- 2.2 Any changes on the published rates should be determined by the Post Production Head and approved by the CFO and COO.
- 2.3 External clients' discounts are determined by the Studio Manager and approved by the following:
 - a. Post Production Head: up to 20% discount
 - b. CFO and COO: more than 20% discount
- 2.4 Internal clients are discounted at a flat rate of 50%.

3. PROCEDURES

3.1. ON NEW SERVICES:

RESPONSIBLE	STEP	PROCEDURES
Client	1	Fills-up Booking Requisition Form.
Studio Manager	2	Prepares Quotation.
Studio Manager	3	Prepares Contract.

3.2. ON ADDITIONAL SERVICES:

RESPONSIBLE	STEP	PROCEDURES
Client	4	Fills-up Change Order Form.
Studio Manager	5	Prepares Quotation.
Studio Manager	6	Prepares Addendum to the Contract.

3.3. BILLING PROCEDURES:

RESPONSIBLE	STEP	PROCEDURES
Studio Editor/Mixer	7	Prepares Log Sheet per studio/room.
Studio Manager	8	Prepares Reconciliation Summary based on the Log Sheets.
Client	9	Signs Release Order Form upon acceptance of the final work.
Credit and Collection	10	Prepares Billing Statement for issuance to Producer.

4. FORMS/DOCUMENTS/REPORTS

FORM/DOCUMENT/REPORT	APPROVAL	DISTRIBUTION
<p><u>A. BOOKING REQUISITION FORM (BRF)</u></p> <ul style="list-style-type: none"> - BRF is a document that shows the detailed information of prospective client and the possible post production services to be fulfilled - Completed form to be signed by the client/producer or their official representative. 	<p>1. None</p>	<p>1. Client 2. Studio Manager</p>
<p><u>B. QUOTATION ESTIMATE</u></p> <ul style="list-style-type: none"> - A document that sets out the estimated cost for a particular BRF - Prepared by Studio Manager 	<p>1. Post Production Head</p>	<p>1. Client 2. Studio Manager</p>
<p><u>C. CONTRACT</u></p> <ul style="list-style-type: none"> - A written agreement based on the approved quotation, signed by both parties, which formally states all terms and conditions of a particular post production service - Prepared by Studio Manager 	<p>1. CFO/COO</p>	<p>1. Production Accounting 2. Credit and Collection 3. Studio Manager 4. Client</p>
<p><u>D.1. CHANGE ORDER FORM</u></p> <ul style="list-style-type: none"> - A form to be filled out by the client/producer for any changes on the agreed terms on the contract <p><u>D.2. QUOTATION</u></p> <ul style="list-style-type: none"> - A document that sets out the estimated cost for a particular Change Order Form - Prepared by Studio Manager 	<p>1. None</p> <p>1. Post Production Head</p>	<p>1. Client 2. Studio Manager</p> <p>1. Client 2. Studio Manager</p>

<p><u>D.3. ADDENDUM TO THE CONTRACT</u></p> <ul style="list-style-type: none"> - A formal document, filled-up by the Studio Manager, that shows any changes to the original Contract 	<p>1. CFO/COO</p>	<p>1. Production Accounting 2. Credit and Collection 3. Studio Manager 4. Client</p>
<p><u>E. LOG SHEET</u></p> <ul style="list-style-type: none"> - A form provided per edit suite which reflects the hours worked for a particular project - Filled-up by Studio Editor/Mixer. 	<p>1. Studio Manager</p>	<p>1. Studio Manager 2. Production Accounting 3. Credit and Collection 4. Client</p>
<p><u>F. RECONCILIATION SUMMARY</u></p> <ul style="list-style-type: none"> - A summary based on the accumulated log sheets, that shows the actual services rendered per client versus the terms in the Contract. Such summary shall be attached with a copy of the applicable Log Sheets. - Any discrepancy (favorable/unfavorable) shall be charged to the client. - Prepared by Studio Manager. 	<p>1. Post Production Head</p>	<p>1. Studio Manager 2. Production Accounting 3. Credit and Collection 4. Client</p>
<p><u>G. RELEASE ORDER FORM</u></p> <ul style="list-style-type: none"> - A document that shows acceptance of the client on the finished product done by BFE Post - Prepared by Studio Manager. 	<p>1. None</p>	<p>1. Client 2. Studio Manager 3. Credit and Collection</p>
<p><u>H. INVOICE / BILLING STATEMENT</u></p> <ul style="list-style-type: none"> - A financial document that shows the sum due for a particular client based on the reconciliation summary. - Prepared by Credit and 	<p>1. None</p>	<p>1. Client 2. Credit and Collection</p>

Collection.		
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<u>PREPARED BY:</u>	<u>APPROVED BY:</u>	
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