

# DAN LEANING

FREELANCE MIX ENGINEER

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**20 TERMS &  
24 CONDITIONS**

INSTRUCTIONS ON HOW TO CORRECTLY PREPARE AND SEND YOUR AUDIO FOR MIXING AND MASTERING SERVICES CAN BE FOUND AT [DANLEANING.COM](https://danleaning.com)

**WHEN USING SERVICES, THE CLIENT IS RESPONSIBLE FOR THE FOLLOWING:**

- THE QUALITY OF ANY RECORDED MATERIAL. IF THE RAW FILES PROVIDED ARE OF INSUFFICIENT AUDIO QUALITY, A PROJECT MAY BE TURNED DOWN. IN THIS INSTANCE, THE CLIENT WILL RECEIVE A DETAILED EXPLANATION AND SUGGESTIONS FOR GETTING BACK ON TRACK!
- THE QUALITY OF MIDI AND INSTRUMENTAL TRACKS.
- CORRECT PREPARATION OF ANY MATERIAL SENT FOR MASTERING. IF THE FINAL MIX REQUIRES ADDITIONAL TWEAKS BEFORE MASTERING, A DETAILED BREAKDOWN WILL BE PROVIDED BY AN ENGINEER.
- ARRANGEMENT OF ALL STEMS FOR MULTITRACK MIXING. THIS REQUIRES STEMS TO BE CONSOLIDATED FROM THE TIMESTAMP 00:00 IN YOUR DAW, TO THE END OF YOUR AUDIO. IF STEMS REQUIRE QUANTISATION / ALIGNMENT, PLEASE SPECIFY BEFORE THE SESSION BEGINS.
- ENSURING THE MATERIAL HAS BEEN PREPARED AND SENT CORRECTLY.
- ENSURING ALL NOTES AND REQUESTS ARE INCLUDED IN WRITING.
- ENSURING THE SONG NAME, ARTIST NAME AND OTHER CREDITS ARE SPELT CORRECTLY.
- ENSURING CONTACT INFORMATION IS PROVIDED AND SPELT CORRECTLY.
- COPYRIGHTS FOR ANY UPLOADED MATERIAL.
- OWNERSHIP AND RIGHTS OF ALL UPLOADED MATERIAL.

IT IS IMPERATIVE THAT AUDIO FILES ARE DOUBLE-CHECKED BY THE CLIENT BEFORE SUBMISSION. IF THE CLIENT'S MATERIAL IS NOT PREPARED OR SENT CORRECTLY - IT MAY NOT BE ACCEPTED, OR THE SERVICES WILL BE RENDERED USING THE MATERIAL PROVIDED.

**ALL MIXING, MASTERING AND POST-PRODUCTION SERVICES PROVIDED BY DAN LEANING ARE ADDITIONALLY SUBJECT TO THE TERMS AND CONDITIONS OUTLINED BELOW.**

- **PAYMENT TERMS:** A DEPOSIT OF 50% OF THE SERVICE'S TOTAL COST IS REQUIRED TO START ANY WORK ON THE PROJECT. ALL CHARGES WILL BE OUTLINED IN AN INVOICE AND PROVIDED AT THE START OF YOUR SESSION. THE REMAINDER OF THE BALANCE MUST BE PAID IN FULL BEFORE THE FINAL FILES ARE DELIVERED TO THE CLIENT.
- **CANCELLATION POLICY:** IF THE CLIENT CANCELS THE PROJECT BEFORE ANY WORK STARTS, THEY WILL RECEIVE A FULL REFUND OF THE DEPOSIT. IF WORK HAS ALREADY BEGUN, THE DEPOSIT IS NON-REFUNDABLE.
- **REVISIONS:** THE CLIENT IS ENTITLED TO A TOTAL OF FIVE REVISIONS PER MIX, AND THREE REVISIONS PER MASTER. THESE CAN BE REDEEMED EITHER DURING THE SESSION OR UP TO 7-DAYS AFTER THE DATE OF COMPLETION. ANY ADDITIONAL REVISIONS WILL BE CONDUCTED AT AN HOURLY RATE OF £20.00 GBP PER HOUR.
- **STORAGE:** AFTER YOUR PROJECT IS COMPLETED, THE SESSION, ALONG WITH ANY ORIGINAL MATERIAL WILL BE DELETED AFTER 60 DAYS. AFTER THIS POINT, REVISIONS, RADIO EDITS, INSTRUMENTAL BOUNCES, AND ACAPELLA BOUNCES WILL NO LONGER BE AVAILABLE FOR THAT SPECIFIC SONG. THIS IS DUE TO DATA PROTECTION AND FILE MANAGEMENT.
- **TURNAROUND TIME:** THE TURNAROUND TIME FOR SERVICES MAY VARY DEPENDING ON THE PROJECT. THE ESTIMATED TURNAROUND TIME WILL BE PROVIDED BEFORE THE PROJECT BEGINS.
- **CONFIDENTIALITY:** DAN LEANING WILL KEEP ALL CLIENT INFORMATION AND AUDIO FILES CONFIDENTIAL. AS MENTIONED ABOVE, ALL AUDIO WILL BE DELETED AFTER 60 DAYS FROM THE COMPLETION DATE.
- **COMMUNICATION:** ALL COMMUNICATION REGARDING YOUR PROJECT WILL BE CONDUCTED THROUGH EMAIL OR OTHER AGREED-UPON MEANS.

