



Digitization Work Order and Contract Template

[Name of Your Organization]

Note: Words in brackets will be modified for your organization / project

Date: **[October 1, 2020]**

In the following document, **[The Vendor's name]** will be referred to as the "Vendor" and **[Your Organization]** will be referred to as the "Client".

Cost

The estimated cost, as provided by the Vendor:

Insert the vendor's quote here or include it as an attachment.

The Client and the Vendor recognize that assets may have more or less content on them and that some assets may need special treatment. The estimate is a guideline for cost and the actual cost of the invoice may vary from the estimate.

The Vendor will contact the Client before performing any work that is above the estimate of **[\$XXX.XX]** dollars. Both parties will agree in writing to any work above the cost of the estimate before it is performed by the Vendor.

Payment:

Example: The Client will use existing credit with the Vendor to pay for this project.

Example: The Client will pay 50% of the estimate before work begins, and the remainder of the cost will be paid after the following terms have been met: the work is complete, all work has passed the Client's quality control measures, all final elements are returned to the Client.

List of assets to be digitized:

Example: 29 audio cassettes with unique identifiers ranging from 2018.0464 - 2018.0493

Example: One reel of film, 400', negative, in good condition

Special Work to be performed / Notes:

Example: Several tapes with mold may need treatment. Vendor will determine treatment and Client will agree to any treatment in writing before the work is performed.

Example: Film reel 0022748 will be treated with replasticizing treatment per Vendor recommendation.

Example: All films will be run through ultrasonic cleaner before being printed.

Example: All films will be scanned using the Light 5000 Scanner.

Target File formats

Note the file formats that you expect the vendor to provide here. You may choose to have the vendor make a high quality master file, or a master file and several smaller reference files. A master file is your highest quality file for preservation, and a reference file is any file you will use for streaming and access purposes.

Please refer to national standards and guidelines when you choose a master and reference file type. The Federal Agencies Digital Guidelines Initiative is a good starting point: <http://www.digitizationguidelines.gov/>

Example: The vendor will create a master file and a reference file for each asset using the following target formats:

Master file: wav, 44.1 kh per second sampling rate, 32 bit

Reference file: mp3, 44.1 kh per second sampling rate, "extreme"
220-260 kilabits

File Naming

Example:

The Vendor should use the following guidelines in naming the files:

File name should include the asset's unique identification number with no periods and a human readable title.

Example: 2020_0978_JohnSmith.mp4

Delivery of Files

Example: The first 10 files will be delivered via Drop Box for reference at the start of the project.

Example: All files will be delivered via hard drive. The Vendor supplies the hard drive, and the cost of the hard drive is included in the Vendor's estimate.

Contacts:

Client: [name, email, phone]

Vendor: [name, email, phone]

Shipping

Original analog assets should be shipped separately from the digital files / hard drives. The vendor will keep the analog assets until the Client has performed quality control and any quality control questions have been answered, and rework requests fulfilled. This period will last no more than 4 weeks from the time the Client receives the digital files, unless both parties agree to a different period in writing.

- Assets will be shipped via [Shipping Service] to: [Vendor Address]
- Hard drives can be returned to: [Client Address]
- Analog assets should be returned to: [Address]
- Please use this [Shipping Service] account for shipping: [XXXX-XXXX-X]

Handling of archival materials

Examples:

The vendor agrees that the archival materials will be stored in a temperature controlled work space free from dust, debris, and organic materials such as liquids and foods.

Films should be re-wound with an archival wind (no “popped strands”).

Assets should be placed back in their original cases or cans.

Any special treatment will be agreed upon in writing by the Vendor and the Client before it is performed, such as:

- cleaning large portions of a film
- removing and reshelling magnetic media from its cassette
- baking of materials with binder hydrolysis