My Life & Stories

Terms & Conditions

As of this date:

This is an agreement between:

Client Name:

Client Address

Hereafter referred to as:

MY LIFE & STORIES Mentor name:

Business name:
Address

Hereafter referred to as:

**Definitions**

**Life & Stories Memoir**: An audio recorded memoir in which you choose the topics you want to cover and the stories you want to tell. The memoir is audio recorded with the assistance of a memoir mentor.

**Recorded Memoir**: Your audio recorded memoir is edited and completed in the MP3 format.

**Recording Session**: a time (e.g. one hour) when you will audio record stories about topics you choose. You may require multiple recording sessions to complete your memoir.

**Recording Location**: A quiet place (usually in your home) where recording sessions are completed.

**Payment Schedule**: Agreed amounts and due dates based on an initial down payment, a progress fee and a completion fee.

**MP3 format:** the most common way to store audio files that will work on every type of computer, smartphone or playback device.

**What \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will do for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Help you choose the topics you want to cover
* Help you prepare for recording sessions by gathering details and stories you want to include
* Schedule recording sessions at your convenience
* Assist you to record your memoir over an agreed number of recording sessions
* Edit the recording sessions into a completed Life and Stories memoir
* Provide you with copies of your memoir in an MP3 format

**What \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will receive from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:**

* Guidance and assistance with preparing for recording sessions
* A number of recording sessions required to complete a Life and Stories Memoir
* Guidance and assistance during recording sessions
* An edited recording of the completed memoir in the MP3 format
* Assistance with sending the recordings.

**Client’s Responsibilities:**

* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** will confirm all meetings by email and/or telephone including dates, times and what will happen during the meeting
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** will ensure all recording sessions are conducted as agreed
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** will ensure that recording sessions are conducted in a private and quiet space with no interruptions.

**Payment Schedule:**

**Signed:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:**

**Signed:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:**