



# LORD BALTIMORE RECORDING STUDIO

## Booking Terms

1. When you are ready to reserve a session, we recommend you contact us first to select the dates and times of your session. After settling on the date and times of your session, you will need to pay a deposit to confirm the session and guarantee your reservation of time.

2. Payment Options: We accept checks, money orders, cash, and all major credit cards. If you wish to pay by cash, check, money order, you can make arrangements for your payment in person during our normal business hours. If that is not convenient, you may also pay over the phone via credit card.

3. Billing Rules: The billing clock does not stop during the day for breaks/lunch/errands/etc. Please plan your session accordingly. If paying by credit card in person, clients must pay any balances left for their sessions before 6PM M-F only. (Lord Baltimore does not run credit cards after business hours at this time).

If paying by credit card, we must get name on card, full billing address of the cardholder, an email address for written approval, and a phone number (no exceptions). All time used in the studio is billable, including remixes, edits, etc.

**NOTE:** Sessions paid for by credit card may be rescheduled at least 96 hours before their scheduled times without a fee.

If you reschedule a weekday (Monday – Thursday) session less than 96 hours prior to its start time, the rescheduling fee is 25%. If you reschedule a session less than 48 hours prior to its start time, the rescheduling fee is the greater of \$80 or 50% of the session. Less than 24 hours prior to its start time the rescheduling fee is the greater of \$160 or 50% of the session.

Outright cancellation of a weekday session at least 96 hours prior to the scheduled start time will entitle the purchaser to a 50% refund. Cancellation less than 96 hours prior to the scheduled start time will not entitle any refund.

If you reschedule a weekend (Friday 6PM – Sunday) session less than 10 days prior to its start time, the rescheduling fee is 25%. If you reschedule a session less than 96 hours prior to its start time, the rescheduling fee is the greater of \$160 or 50% of the session. Less than 24 hours prior to its start time the rescheduling fee is the greater of \$320 or 50% of the session.

Outright cancellation of a weekend session at least 10 days prior to the scheduled start time will entitle the purchaser to a 75% refund. Cancellation less than 96 hours prior to the scheduled start time will not entitle any refund.