

EDITOR AGREEMENT – TERMS & CONDITIONS

Agency Name: *WISE CUT STUDIOS*
(Hereinafter referred to as the “Agency”)

Important: As an Editor, you are required to read and understand this document carefully. It will take less than 2 minutes.

1. Scope of Work

The Editor agrees to provide professional video editing services as assigned by the Agency. These services may include, but are not limited to, trimming footage, adding effects, color grading, audio enhancement, motion graphics, and delivering final files in accordance with the Agency's technical and creative guidelines.

2. Deadlines & Delivery

The Editor must complete each assigned project within the agreed-upon deadline.

Any anticipated delay must be communicated to the Agency in advance.

If the Editor misses the deadline, 20% of the payment amount will be deducted as a penalty.

The Editor may decline assigned work only if more than 80% of the available time remains before the deadline.

3. Compensation

The Editor will be compensated on a per-project basis or under a monthly retainer, as mutually agreed upon.

Payment will be released only after the Agency approves the final deliverables.

Payment terms, amounts, and schedules will be communicated separately when assigning work.

4. Confidentiality

The Editor agrees to maintain strict confidentiality and shall not disclose, share, or use any client information, raw footage, project files, agency processes, or proprietary materials for any purpose outside of the assigned work.

5. Ownership & Usage Rights

All edited content, raw footage, project files, and related materials are the exclusive property of the Agency and/or its clients.

The Editor shall have no ownership or commercial usage rights over the content.

The Editor may showcase completed projects in their personal portfolio solely for self-promotional purposes, unless otherwise restricted by the Agency or client.

6. Quality Standards & Revisions

The Editor must adhere to the Agency's editing style, branding, and technical standards.

The Agency may request reasonable revisions if the deliverables do not meet the required standards.

Revisions due to Editor error must be completed without additional charges.

7. Payment Issues

If the Editor sees a payment marked as sent on their dashboard but does not receive it, they must notify the Agency within 2 days.

Any payment issues reported after 2 days will not be considered.

8. Rules & Guidelines

The Editor must comply with the following:

- Regularly update the work status on the Agency's website.
 - Check notifications from the Agency's website and respond promptly.
 - Maintain consistent communication through the Agency's platform.
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9. Bonus & Penalty

Failure to follow the above rules may result in payment deductions.

High-quality work, timely delivery, and professional conduct may qualify the Editor for bonuses, at the Agency's discretion.

10. Termination

The Agency reserves the right to terminate this agreement at any time due to:

Repeated missed deadlines

Poor quality of work

Breach of confidentiality

Violation of Agency rules

Upon termination, the Editor must immediately return all Agency materials.

11. Governing Law & Dispute Resolution

This Agreement shall be governed by and interpreted in accordance with applicable local laws. Any disputes shall first be resolved through mutual discussion before legal action is taken.

12. Data Retention Requirement

The Editor is required to retain all project-related materials, including raw footage, working files, and final exports, until **two (2) days after full payment has been received** by the Agency.

Acknowledgment

By accepting work from WISE CUT STUDIOS, the Editor acknowledges that they have read, understood, and agreed to all the terms and conditions stated above.