

09/03/2025

Hello Aman,

I hope you are doing well! We have finished the first project, but the workflow was not as smooth as expected due to inconsistencies in the process and the lack of a fixed workflow.

Before starting this new project, I would like to highlight some key points. I have discussed these with my team, and they have expressed concerns regarding the lack of a precise workflow, multiple revisions, improper revision handling, and lower payment compared to the quality, effort, and time we invest. As you know, the difference between the initial input and our final output is significant.

We need to discuss and clarify these points beforehand, as once the project begins, we cannot make adjustments.. Please also discuss this with your coaches in advance. It is completely your responsibility to inform them of these points so they can coordinate their work accordingly to ensure a smooth workflow.

Payment Consideration:

- As previously discussed, the quality we deliver cannot be sustained for less than \$15-\$20 per video. However, you proposed Rs.1000 per video, which is too low.
- We request a minimum of **Rs. 1150 per video** for future projects. We accommodated the Rs. 1000 rate in the last project because it was already in progress and your expectations were unclear.
- Moving forward, we expect this adjustment.

Revision Policy:

- We will provide **strictly two revisions per video**.
- In the last project, we allowed up to four revisions as an exception, but that is not our standard practice.
- Since we manage multiple projects with different clients and deadlines, our revision process will be as follows:
 - **First revision:** After we deliver the video, ensure that both coaches provide **clear, aligned feedback** to avoid conflicting changes. All changes should be communicated at once.
 - **Second revision:** If any **minor changes** are required, they will be made. After that No changes will be made.
- This workflow helps us complete each video efficiently without repeated revisions disrupting our process.

Video Style & Captions:

- We have now set the **style and quality** of the videos, and our team will follow this approach consistently.
- We will use **Descript for captions**, but there were too many caption changes in the last project.
- Moving forward, please provide a **script for each video in a document** so our team can review it beforehand and avoid unnecessary corrections.

Payment Cycle:

- Since our team is working on this project, timely payment is crucial.
- We request a **two-part payment cycle** to ensure smooth operations:
 - **50% payment after approval of 10 videos** (for a 20-video project means for half of the videos).
 - **Remaining 50% after the project is completed.**
- Delayed payments affect our workflow and motivation, so we request you to ensure timely transactions.

Please clarify these points with your coaches before the project begins to avoid flexibility issues later, as we experienced in the last project.

If you have any questions, let me know.

Looking forward to your response.

Regards,

Om Jade

Founder of BlazeVista Studio & Fiverr Freelancer