**MEDIA TRUST FILMS**

**Invoicing**

We offer you £2,500 (inclusive of VAT) to cover production costs that cannot be sourced pro bono. You will be responsible for managing this fixed budget, with no possibility of overspending. This amount will be paid in three parts:

* The first payment of £750 will be payable once you have returned a signed copy of this agreement.
* The second payment of £1,250 will be payable when the charity has signed off the treatment.
* The final payment of £500 will be payable when the charity has signed off the films and the drive has been returned to Media Trust.

All invoices should include the invoice number, date, and UTR number (if you don’t have a UTR number, you may leave this off) and should be sent to Lauren Taverner and your Exec Producer at laurent@mediatrust.org , cc’ing your Executive Producer.

In your email to Lauren Taverner (Production Coordinator) and your Executive Producer, please make sure to identify the name of the charity and the name of the film you are working on.

Please allow 14 to 30 days for invoice processing.

Media Trust,

Sayer Vincent Llp

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