



## POST SERVICES GUIDE - 2022

NXTLVL Interactive, LLC 2022  
Revised: 6/20/2022

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**OVERVIEW**

Thank you for considering us as your Post House and/or Partner! We always aim to deliver 100% satisfaction within the parameters set forth in this document. We work within the Los Angeles and Atlanta Studio Systems for standards of excellence with our work. If there are any issues, please contact us directly:

<b>PRIMARY STAFFERS</b>	
<b><u>Cornell Mitchell</u></b> Head Engineering / Project Management	<b><u>Isaac March</u></b> Technical Director / Post Coordinator
<a href="mailto:cornell@nxtlvlinteractive.io">cornell@nxtlvlinteractive.io</a>	<a href="mailto:isaac@nxtlvlinteractive.io">isaac@nxtlvlinteractive.io</a>

# COLOR CORRECTION

(Pricing approximate\*, call for an official quote)

	TIER 1	TIER 2	TIER 3
SHORTS	800 +	1,600 +	2,500 +
FEATURE LENGTH	2,000 +	3,150 +	5,950 +
COMMERCIAL*		1,650 +	3,550 +
COLORING	X	X	X
DE-NOISING	X	X	X
IMAGE ENHANCEMENT	X	X	X
FRAMERATE MATCHING		X	X
SHARPENING		X	X
RESOLUTION ENHANCEMENT		X	X
SENSORSPOT REMOVAL			X
BLEMISH REMOVAL			X

## **DELIVERABLES:**

We can work off of a variety of formats and methods including revisions to the original source files themselves, or the final edit of the film. Each has its pros & cons and to help you decide which is best we utilize this chart below.

<b>DELIVERABLE</b>	
<b><i>SOURCE FILES</i></b>	<b><i>FINAL EDIT</i></b>
Allows more color flexibility	Faster Delivery
More flexibility beyond the final edit	Less time consuming to prep (saves days, sometimes weeks)
Better for lower quality footage	Better for higher quality footage
Better for enlargement	Better for simpler Tier 1 jobs (cost & time)
We delete source files 7 days after contact ends on the final revision unless we arrange not to. You may then pay to host on our servers for an extended period of time. Revisions made outside of this timeframe constitute a new job.	Cheaper to host (we will archive your movie & DCP files for a small fee granting you 24/7 access)

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**REVISIONS:**

Every project gets 1 round of revisions. On the 2<sup>nd</sup> round, a base fee of \$130.00 + an hourly rate of 35.00 an hour is assessed upon agreement of specific services to be completed. It is atypical to need more than 2 rounds of revisions, but it can happen. Please be thorough in you and your party's review process.

**PROJECT FILE HOSTING:**

We do rent out space on our servers to accommodate files if you need us to hold them for longer than 14 days after the job concludes and you acknowledge receipt of deliverables. Refer to pg. 11 of this document for information regarding additional *Cloud and Archive Services*.

**PAYMENTS:**

Payments are to be made directly to us unless booked by third party and instructed otherwise. Please consult your booking agent if you are unsure on payments. We accept check, wire transfer, and at cost crypto-currency exchanges in: ETH, BTC (in order of preference).

**CONSULTATION / DEPOSITS:**

A 50% non-refundable deposit is due up front for us to start a work order. If we do not have the fee upfront, we are not able to start. Deposits are not necessary for revisions unless it is a feature-length or VFX project.

**\*ALTERATIONS & RE-RATES:**

Although rare, unforeseen events, corrupted or non-standardized footage / sound files, and formatting issues may cause unpredictable behaviors or slow-downs during the editing process.

This may require us to reach outside of the scope of our original work order to ensure the best job is done. This may involve a re-rate to implement additional resources to complete your work order within an industry standard that we hold ourselves against. Most re-rates are <10% adjustments (for Color) and most typically pertains to the state of the footage we receive, and its condition.

You are not obligated to agree to the re-rate with extra services, and should you decline, we will simply do the best job we can within the parameters of the original work arrangement.

**RUSH ORDERS**

We will typically provide you with an end date to our service completion. Anything with a deadline less than 7 business days away, apart from of our deliverable schedule, is considered a "Rush Order" and an additional 20% Rush Fee is added to a quote.

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# VFX RATE SHEET

(Pricing approximate\*)

	T 1	T 2	T 3
SHORTS FEATURE LENGTH (~12 - 18 MINUTES OF VFX APPLIED) COMMERCIAL (30 SECONDS)*	1,850 + 4,900 + 5,500 +	3,500 + 6,500 + 7,500 +	5,950 + 16,000 + 8,500 +
BASIC COMPOSITING	X	X	X
BASIC GREEN SCREEN	X	X	X
PARTICULATES	X	X	X
NEWS AND BROADCAST	X	X	X
GUNSHOTS AND LAZERS	X	X	X
ROTOR & PAINT	X	X	X
(Requires Asset Creation, FX exported in UE4/5, modelled in HOUDINI, BLENDER, & C4D; 1080, 4K, 8K H.264 OR MP4 PRO RES CODEC)			
ASSET CREATION <ul style="list-style-type: none"> <li>• EXPOSITIONS</li> <li>• TRANSITION EFFECTS</li> <li>• OBJECTS</li> <li>• PHOTOGRAMMETRY</li> </ul>		X	X
TEXT & ANIMATED TYPE		X	X
BACKGROUND CREATION		X	X
BLOOD & GORE		X	X
PHYSICS SIMULATION			X
CREATURE CREATION			X
WORLD CREATION			X
VEHICLE CRASHES			X
BUILDING DESTRUCTION			X
METAMORPHASIS			X

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**DELIVERABLES:**

NXTLVL Interactive can work off of a variety of formats and can transcode internally in lossless formats. We have specific methods for uploading and file transfer.

DELIVERABLE		
	<i>SPECIFIC CLIPS FROM TIMELINE</i>	<i>FINAL EDIT</i>
CLOUD TRANSFER	File exporting formatting: <b>*match timeline option</b> <b>*render at maximum quality</b>  Please organize files into a clear file structure. Upload files in order of priority.  We will send you a link to a folder online, most typically a Google Folder.	File export formatting: <b>ProRes 422 LT @ 220 mbps</b>  If you can also export the EDL that would be helpful too.  Info on that here: <a href="https://www.makeuseof.com/what-is-edl-how-to-export-edl/">https://www.makeuseof.com/what-is-edl-how-to-export-edl/</a>

**REVISIONS:**

Every project gets 1 round of revisions. On the 2<sup>nd</sup> round, a base fee of \$150.00 + an hourly rate of 45.00 an hour is assessed upon agreement of specific services to be completed. It is atypical to need more than 2 rounds of revisions, but it can happen. Please be thorough in you and your party’s review process. Revision processes for VFX will have a minimum of 12 hours assessed up-front.

**PAYMENTS:**

Payments are to be made directly to us unless booked by third party and instructed otherwise. Please consult your booking agent if you are unsure on payments. We accept check, wire transfer, and at cost crypto-currency exchanges in: ETH, BTC (in order of preference).

**PROJECT FILE HOSTING:**

We do rent out space on our servers to accommodate files if you need us to hold them for longer than 14 days after the job concludes and you acknowledge receipt of deliverables. Refer to pg. 11 of this document for information regarding additional *Cloud and Archive Services*.

**CONSULTATION / DEPOSITS:**

A 50% non-refundable deposit is due up front for us to start a work order. If we do not have the fee upfront, we are not able to start. Deposits are not necessary for revisions unless it is a feature-length or VFX project.

**\*ALTERATIONS & RE-RATES:**

Although rare, unforeseen events, corrupted or non-standardized footage / sound files, and formatting issues may cause unpredictable behaviors or slow-downs during the editing process.

This may require us to reach outside of the scope of our original work order to ensure the best job is done. This may involve a re-rate to implement additional resources to complete your work order within an industry standard that we hold ourselves against. Most re-rates are <12.2% (for VFX) and most typically applies to CGI likeness & the state of Raw Footage for successful keying, painting, stitching, etc.

You are not obligated to agree to the re-rate with extra services, and should you decline, we will simply do the best job we can within the parameters of the original work arrangement.

**RUSH ORDERS**

We will typically provide you with an end date to our service completion. Anything with a deadline less than 7 business days away, apart from our deliverable schedule, is considered a "Rush Order" and an additional 20% Rush Fee is added to a quote.

# QC PROTOCOLS

(Pricing approximate\*)

	<b>COST</b>
< 5 Minutes	1,000 +
< 20 Minutes	1,550 +
< 60 Minutes	2,250 +
> 60 Minutes	2,500 +

We automate some processes during this time, but we manually verify defects based on data from 6 viewings of your film. There is a base fee generated upfront to cover that cost that may also serve as the deposit.

We are not responsible for failed DCP exports after this process. Addressing the issues, we detect will greatly improve your chances to pass an QC check and get your film admitted into a theater.

<b>QC PACKAGE &amp; PROCESS</b>	
<b>SUBMISSION</b>	<b>Image and Sound QC Identified Defects</b>
<ul style="list-style-type: none"> <li>• Upload up to 50 gbs daily</li> <li>• Fast Identification, Communication &amp; Reporting for Potential Failures.</li> </ul>	<ul style="list-style-type: none"> <li>• Dirt / Dust</li> <li>• Crushing &amp; Clipping</li> <li>• Foreign Object in frame / Gate</li> <li>• Interstitial Errors</li> <li>• Image Loss &amp; Framing Issues</li> <li>• Color Correction (digital grading consistency)</li> </ul>
<b><u>Image and Sound QC</u></b>	<b><u>Confirm Verification</u></b>
<ul style="list-style-type: none"> <li>☑ Package Structure</li> <li>☑ Checksums</li> <li>☑ File Naming Conventions</li> <li>☑ Compare Deliverables to XML:               <ul style="list-style-type: none"> <li>- Durations - Codec</li> <li>- Bit Rate - Frame Rate</li> <li>- Color Space - Height x Width</li> <li>- # Audio and Video Channels - Pixel Format</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>☑ Completeness</li> <li>☑ No Image / Audio Loss</li> <li>☑ No Image / Audio Corruption</li> <li>☑ Playback Speed</li> </ul>

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# SOUND EDIT & DESIGN

(Pricing approximate\*, call for an official quote)

	TIER 1	TIER 2	TIER 3
SHORTS (<12 MINUTES)	1,800 +	3,500 +	4,500 +
FEATURE LENGTH	5,000 +	7,200 +	9,950 +
COMMERCIAL*	2,000 +	3,100 +	4,150 +
SOUND DESIGN	X	X	X
SOUND CORRECTION	X	X	X
SOUND MIXING			
2.1	X	X	X
5.1		X	X
7.1			X
SOUND EDITING		X	X
FOLEY			X
ADR			X

## **DELIVERABLES:**

Deliverables: 24-bit/48k AAF Consolidated w/ 240 frame handles preferred. For larger projects Separate Audio might be necessary. OMF will work fine in a pinch but the extra metadata from AAF is very helpful. If possible (especially for fiction narrative), have the production audio available for download.

We delete source files 14 days after the contract ends on the final revision unless we arrange not to. You may then pay to host on our servers for an extended period of time. Revisions made outside of this timeframe constitute a new job. We will archive your movie & STEM files for a small fee granting you 24/7 access.

## **REVISIONS:**

Every project gets 1 free round of revisions. On the 2nd round, a base fee of \$150.00 + an hourly rate of 35.00 an hour per service revised is assessed upon agreement of specific services to be completed. It is atypical to need more than 2 rounds of revisions, but it can happen. Please be thorough in you and your party's review process.

## **PAYMENTS:**

Payments are to be made directly to us unless booked by third party and instructed otherwise. Please consult your booking agent if you are unsure on payments. We accept check, wire transfer, and at cost crypto-currency exchanges in: ETH, BTC (in order of preference).

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**ALTERATIONS & RE-RATES:**

Although rare, unforeseen events, corrupted or non-standardized footage / sound files, and formatting issues may cause unpredictable behaviors or slow-downs during the editing process.

This may require us to reach outside of the scope of our original work order to ensure the best job is done. This may involve a re-rate to implement additional resources to complete your work order within an industry standard that we hold ourselves against. Most rerates are less than <15% for sound editing and pertains to the state of the audio files we receive and their condition.

You are not obligated to agree to the re-rate with extra services, and should you decline, we will simply do the best job we can within the parameters of the original work arrangement.

**RUSH ORDERS**

We will typically provide you with an end date to our service completion. Anything with a deadline less than 7 business days away, apart from our deliverable schedule, is considered a "Rush Order" and an additional 20% Rush Fee is added to a quote.

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# CLOUD & ARCHIVE SERVICES

(Pricing by file size)

We will store your footage locally and via the cloud for a monthly fee after our services complete. At which point you will retain access and we will archive all footage locally for specified or pre-determined lengths of time. Or simply until you no longer need them. In some cases, its more cost effective to choose the “**ARCHIVE ONLY**” option.

	<b>MONTHLY</b>	<b>*ARCHIVE FEE</b> (Optional)	<b>ARCHIVE ONLY</b> <b>(12- MONTHS)</b>	<b>ARCHIVE ONLY</b> <b>(LIFETIME)</b>
Every 500 GB	5.00 / Month	40.00	50.00	75.00
Every 1 TB	7.50 / Month	50.00	75.00	100.00
Every 2 TB	11.00 / Month	65.00	100.00	125.00

Upon acceptance of the **NXTLVL SERVER-SPACE RENTAL AGREEMENT**, you will be invoiced a pro-rated rate upfront for remainder of the days adding up to our renewal dates which occur on the 15<sup>th</sup> of every month. You will be invoiced monthly and you may cancel your subscription at any time.

If we fail to receive payment by the 15<sup>th</sup>, we will grant you 3 days to update payment information. If we still have not received payment, you will receive notification 24 hours in advance to the information on file before your files will be deleted.

\*We will always notify you within 24 hours of files being altered or deleted.

If you elect to ARCHIVE ONLY, we will store your files locally and delete them from the cloud. When requesting files please make arrangements timewise for us to re-upload to either a HD or cloud servers.

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# AUXILIARY SUPPORT

(Pricing approximate\*)

Sometimes we will need to have some extra support available for you depending on the scope of the work order we generate. This is a guide that covers the parameters of that auxiliary support relative to your work order. When a certain limit of free support is reached or exceeded, we assess an hourly fee to be able to adequately suit your needs.

<b>CONSULTATION / CALLS (BUSINESS HOURS) *</b>		
<b>COLOR &amp; TIER 1 VFX</b>	First 30 Minutes free*	25.00 / Hr
<b>TECH &amp; TIER 2 &amp; 3 VFX</b>	First Hour Free*	35.00 / Hr
<b>INTERACTIVE MEDIA &amp; GAMING</b>	Outside of scheduled & allocated meetings*	55.00 / Hr – Programmer 35.00 / Hr – Tech Support
<b>TECH SUPPORT</b>		
<b>PHONE-ONLY</b>	Free for 1 Hr weekly	25.00 / Hr after 1 <sup>st</sup> hour
<b>VIDEO-CALLS</b>	Free for 45 Minutes / weekly	35.00 / Hr after 1 <sup>st</sup> hour
<b>IN-PERSON SUPPORT</b>	-	35.00 / Hr
<b>MEETINGS</b> (to be taken place during business hours only 7AM – 5PM PST unless otherwise specified)		
<b>IN-PERSON</b>	First 60 Minutes Free*	35.00 / Hr after 1 <sup>st</sup> hour
<b>VIRTUAL - PROGRAMMING TEAM</b> (1 or more developers)	First 30 Minutes Free* weekly	Factored into quote

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# CODE OF CONDUCT & ETHICS

(NXTLVL – CODE OF CONDUCT)

At NXTLVL Interactive, LLC we are proud of our reputation for conducting business in an open, ethical, and socially responsible way. Our Code of Conduct provides information about our responsibilities, and it has been redesigned to serve as a more useful resource as we strive for Excellence Every Day. We honor all of the following values and expect each of our clients to follow similar guidelines as well.

## **NXTLVL VALUES**

- **INTEGRITY** - We Act with Integrity and Show Respect.
- **ACCOUNTABILITY** - We Are All Accountable.
- **PASSION** - We Are Passionate About Our Business and Keeping ALL of Our Clients Satisfied.
- **HUMILITY** - We Have the Humility and Hunger to Learn.
- **SIMPLICITY** We Strive for Simplicity.
- **RESULTS** - We Love Success.

+ We hold all of our employees, work-for-hires, and clients to these values and standards. We reserve the right to terminate any contract or work order upon breach of this code of ethics and we always aim to keep major communication and ALL work orders consolidated to a paper trail. We do this to hold ourselves accountable against what we agree to in writing.

+ We will never solicit you for extra money outside of an approved work order. If you receive any solicitation for extra services outside of the work order that is not directly approved by Cornell Mitchell or George Romero, it will not be considered valid.

+ We investigate reports of actual or suspected Code violations promptly. All employees are required to cooperate fully in any NXTLVL investigation. The existence and details of an investigation will be kept confidential and shared only with individuals with a reasonable and actual need to know. Individuals who have knowledge of and participate in such investigations must also keep such investigations confidential. This safeguards the integrity of the investigation, protects witnesses and secures relevant evidence. We protect the confidentiality of the reporting source.

+ Although infrequent, we take all complaints seriously and any breach in this code of conduct may subjugate parties into the investigative process. These issues can generally be avoided by maintaining proper communication within the proper channels.

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## Key Points

- Raise concerns early.
- You may remain anonymous.
- Confidentiality is protected.
- Retaliation is prohibited.

## Our Investigation Process

- Assign investigation team: Individuals with the right knowledge, objectivity and discretion.
- Conduct investigation: Determine facts through interviews and/or document reviews.
- Corrective action: Recommend corrective actions to appropriate managers for implementation (if necessary).
- Feedback: Provide general feedback to the person who raised the concern (if appropriate).

## **Gifts and Entertainment**

We do not give or receive inappropriate gifts, favors and entertainment. Offering and accepting business gifts, favors and entertainment is a customary business courtesy. Doing so can promote goodwill and enhance business relationships. However, gifts, favors and entertainment should never affect, or appear to affect our impartial business decision-making. Nor should these things be offered or received in exchange for preferential treatment in any business dealing.

Our employees and contractors will reject any gifts that could appear to be bribes, raise questions about conflicts of interest, or damage our reputation. Business gifts, favors and entertainment are generally acceptable if they are:

- Not requested or solicited.
- Nominal in value if given by a business partner for which you have purchasing or relationship management duties.
- Otherwise, modest in value and not lavish.
- Infrequently given or received.
- Not cash or cash equivalents.
- Allowed to be reciprocated in accordance with our company policy.
- Not creating an obligation on the recipient.
- Not likely to inappropriately influence their business decision.
- Not taking advantage of our position with vendors and other business partners.

**THANK YOU AGAIN, FOR CHOOSING US!**

*-NXTLVL Team*

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