



NYC's Premiere  
Boutique Audio Studio

ADR

VOICEOVER

POST PRODUCTION

ISDN

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## STUDIO BOOKING & ARCHIVE POLICIES

- All sessions must be cancelled within 24 hours of the start-time of the session to avoid cancellation fees.
- Accepted forms of payment are credit card, check, wire transfer, ACH and PayPal.
- Session files placed on our FTP for pickup will be available for 30 days. After that time, they will be deleted.
- All sessions are archived, free of charge, for 60 days on our server. After that time, they will be deleted unless an archive fee of \$50/per session/project per year is paid. We will then maintain an onsite and cloud-based copy.
- If you do not want us to archive your project, you may provide a hard drive or thumb drive onto which to store your project. Otherwise, we can simply delete the files from our server.

