

FCC:  
Docket 06-181  
CGB-CC-1360  
Received on 6/3/15  
(Added Page Numbers)

**Request for Exemption from  
Closed Captioning  
(Public Notice Version)**

**WATC TV, Atlanta, GA**

WATC TV, an independent, non-commercial educational station serving the Atlanta, Georgia DMA, is requesting a waiver from closed captioning for four of its original programs which are distributed to other broadcast outlets at no charge. The series are *Babbie's House*, *Friends & Neighbors*, *Right Now with Jennifer Schuchmann* and *Gospel Music USA*. WATC TV is currently exempt from closed captioning as a television station based on the following self-exemption:

**Channels producing revenues of under \$3,000,000.** No video programming provider shall be required to expend any money to caption any channel of video programming producing annual gross revenues of less than \$3,000,000 during the previous calendar year other than the obligation to pass through video programming already captioned when received pursuant to paragraph (c) of this section.

The four series mentioned above have no fundraising appeals, barter or cash advertising, or license fees from other broadcasters. Even the hosts volunteer their time for appearing on these programs with no financial compensation. The programs are produced locally at WATC and other stations began asking about airing the programs.

**Overview of Station Expenses:**

Below is a list of the general monthly expenses of WATC. Some expenses not included into this list would include legal fees, accounting fees, equipment repair and maintenance, basic office supplies, etc., since these are expenses that vary depending on the needs. Copies of invoices of many of the larger monthly expenses are included for your review to confirm amounts (only included in the FCC version) and we can provide copies of any of the other invoices that are not included per your request should you want to review those as well.

Ongoing Expenses (Approximate 12-Month Totals):

Transmitter site:

Cobb EMC: 12 months @ \$2,800 average cost per month	\$ 33,600.00
American Tower: 12 months @ \$7,969.50 per month	\$ 95,634.00
Crown Castle: 12 months @ \$1122.12 per month	\$ 13,465.44
AT&T: 12 months @ \$119.16 average cost per month	\$ 1,429.92

Studio/office site:

Hailey Realty: 12 months @ 9,322.66 per month	\$ 111,871.92
Water	\$ 2,089.76
Business Phones/Internet: 12 months @ \$ 1,980.99 average month	\$ 23,771.88
Georgia Power: 12 months @ 3,764.42 average cost per month	\$ 45,173.04
Infinite Energy: 12 months @ 399.84 average cost per month	\$ 4,798.08
Republic Services: 12 months @ \$225.89 average cost per month	\$ 2,710.68
Employee Health Insurance	\$ 59,363.40

WKSJ	\$ 13,000.00
Yellow Pages Advertising: 12 months @ \$371.50 average cost/month	\$ 4,458.00
Payroll (Approx. \$18,500 per week)	\$ 962,000.00
Myers: Traffic System	\$ 4,252.00
Donor Mailouts: Atlanta Business Circulators	\$ 8,724.00
Guest accommodations: 100 room nights @ \$82/night	\$ 8,200.00
Windstream	\$ <u>22,716.00</u>
Annual total of these monthly expenses:	\$ 1,273,129.12

**Additional support material for review:**

I have included copies of Form 990 for 2012 and 2013 as prepared by Edwards and Hedrick CPAs to verify income from contributions and grants. (We have an extension for the 2014 return and have not received that return as of the time of preparing this document for review.)

I have also included two estimates for companies for closed captioning. All of this documentation is included in both the FCC version and the public version.

The Form 990 features income generated as well as expenses for the past two calendar years (2012 and 2013) and I believe that this will serve as documentation of cash receipts and cash expenses of Community Television, Inc.

**Captioning costs:**

Here are the annual costs for captioning new episodes of the four series and a separate section if we needed to add closed captioning to episodes that these stations currently have on hand for broadcast. The expenses are based on Aberdeen Captioning (which is the less expensive option overall based on the files we would need):

*Babbie's House*

Roll-up standard captioning of 88 new episodes @ \$230/half hour (\$210 plus \$20 conversion fee)	\$ 20,240.00
Transfer of HD captioned file to one broadcast outlet from captioning service (88 episodes)	\$ 7,128.00
Transfer of SD captioned files to two broadcast outlets from captioning service (88 episodes)	\$ 7,920.00
Estimate of one hour per episode of staff member's time to coordinate file transfers and traffic needs (88 episodes)	\$ <u>1,320.00</u>
Estimated total for 88 closed captioned episodes to three outlets	\$ 36,608.00

One station carries additional past episodes from the existing library in

order to air the series as a five day a week strip. If the episodes from the past have to be captioned, there would be an additional cost as follows:	
Roll-up standard captioning of 72 additional episodes to make 160 episodes in the rotation.	\$ 16,790.00
Transfer of SD captioned files to one broadcast outlet (72 additional eps.)	\$ 3,240.00
Estimate of one hour per episode of staff member's time to coordinate uploading episodes from the library and completing traffic needs.	\$ <u>1,080.00</u>
Estimated total for 72 additional episodes from the library	\$ 21,110.00

*Friends & Neighbors*

Roll-up standard captioning of 52 new episodes @ \$230/half hour (\$210 plus \$20 conversion fee)	\$ 11,960.00
Transfer of HD captioned file to one broadcast outlet from captioning service (52 episodes)	\$ 4,212.00
Transfer of SD captioned files to two broadcast outlets from captioning service (52 episodes)	\$ 4,690.00
Estimate of one hour per episode of staff member's time to coordinate file transfers and traffic needs (52 episodes)	\$ <u>780.00</u>
Estimated total for 52 closed captioned episodes to three outlets	\$ 21,642.00

One station carries additional past episodes from the existing library in order to air the series as a five day a week strip. If the episodes from the past have to be captioned, there would be an additional cost as follows:	
Roll-up standard captioning of 52 additional episodes to make 104 episodes in the rotation.	\$ 11,960.00
Transfer of SD captioned files to one broadcast outlet (52 additional eps.)	\$ 2,340.00
Estimate of one hour per episode of staff member's time to coordinate uploading episodes from the library and completing traffic needs.	\$ <u>780.00</u>
Estimated total for 52 additional episodes from the library	\$ 15,080.00

*Gospel Music USA*

Roll-up standard captioning of 76 episodes @ \$230/half hour (\$210 plus \$20 conversion fee)	\$ 11,960.00
Transfer of SD captioned files to one broadcast outlet from captioning service (76 episodes)	\$ 3,420.00
Estimate of one hour per episode of staff member's time to coordinate file transfers and traffic needs (76 episodes)	\$ <u>1,080.00</u>

Estimated total for 76 closed captioned episodes to one outlet	\$ 16,460.00
<i>Right Now with Jennifer Schuchmann</i>	
Roll-up standard captioning of 102 episodes @ \$230/half hour (\$210 plus \$20 conversion fee)	\$ 23,460.00
Transfer of SD captioned files to two broadcast outlets from captioning service (102 episodes)	\$ 9,180.00
Estimate of two hours per episode of staff member's time to upload programs from library and coordinate file transfers and traffic needs (102 episodes)	<u>\$ 3,060.00</u>
Estimated total for 102 closed captioned episodes to two outlets	\$ 35,700.00
<b>Total closed captioning costs for all four series to continue the frequency of airings at these other markets (including captioning episodes still in rotation in the library) and estimated time of a in-house staff member overseeing the trafficking:</b>	<b>\$ 146,600.00</b>

Even if the staff costs are eliminated from the estimate above, WATC would still be looking at an out-of-pocket expense of approximately \$138,000 to caption the new episodes plus the library at the stations.

**Sponsorships/Fundraising:**

WATC TV has not been able to acquire corporate underwriting sponsorships and relies on local non-profit and religious organizations for its underwriting support through programming sponsorships. We have submitted for grants in various categories in the past but have been unsuccessful in getting any grant support. Viewer donations have also started declining in the past few years but we have been able to sustain our income level with an increase in underwriting sponsorship support for programming.

WATC has reduced its payroll costs in 2013 from the previous year. This was one of the cost cutting measures that the station has done due to diminishing donor support.

**Impact:**

If WATC TV is unable to get an exemption for closed captioning on these four series airing in other markets, we would have to pull these programs from these stations. As mentioned earlier, these programs are distributed at no charge to the stations and we have no revenue

generating appeals in these series and no advertising spots under a barter arrangement due to WATC TV being a non-commercial educational station.

We would be happy to try to get underwriting for the captioning service for these series, but we would need to be able to have as many outlets airing these series as possible to make it advantageous for a company to provide such sponsorship. If we are unable to get the exemption, we would have to pull the series from the various outlets and we would probably not be able to get this free airtime back. We have not been able to get such sponsorships even with the current carriage, but I know that the chances would be that much slimmer with every market that we would lose.

**Overview of WATC:**

WATC's programming efforts have been recognized by the Georgia Association of Broadcasters on several occasions with awards for "Community Service Television Station of the Year" for series such as *Friends & Neighbors* and *Right Now* and by the arts organization Artists Music Guild for "Television Station of the Year" for the platform of showcasing a mix of local and national recording artists on *Babbie's House* and *Gospel Music USA*. This is why other stations have requested that we provide these series to their stations for airing.

WATC is a non-commercial educational station serving the Atlanta, Georgia DMA with a mix of family, Christian and educational programming. We have been recognized by the City of Atlanta for our special programming commemorating Black History Month. We featured over 700 individuals from local non-profit organizations and community events last year at no charge to these groups on our various locally-produced programs. There are times when the work of these organizations are broad enough to be featured in an episode of one of these series that are sent to other stations, such as representatives sharing about Special Olympics, American Cancer Society, American Red Cross, etc.

WATC TV is operated by the 501(c)3 non-profit organization Community Television, Inc.

**Summary:**

We are pleased that television stations have requested our programming to air on their stations and we hope that we are able to continue providing these series to them. I trust that I have provided enough information for your review of our request for exemption from the closed captioning requirements.

If you have any questions or need any additional information, please contact me at (770) 300-9828 or by email at [greg@wadc.tv](mailto:greg@wadc.tv).

Thank you for your consideration of this request.

Gregory West  
President, WATC TV/Community Television, Inc.

WATC TV / Community Television, Inc.  
1862 Enterprise Drive  
Norcross, GA 30093  
Phone: (770) 300-9828  
Fax: (770) 300-9838  
[www.watc.tv](http://www.watc.tv)

**Declaration:**

"I declare under penalty or perjury that the information contained in this submission is true and correct."



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Gregory West  
President, WATC TV/Community Television, Inc.

8/3/15

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Date

**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)  
▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

**2012**

Open to Public Inspection

**A** For the 2012 calendar year, or tax year beginning \_\_\_\_\_, and ending \_\_\_\_\_

**B** Check if applicable:  
 Address change  
 Name change  
 Initial return  
 Terminated  
 Amended return  
 Application pending

**C** Name of organization  
**COMMUNITY TELEVISION, INC.**

**D** Employer identification number  
**57-0782362**

**E** Telephone number  
**770-300-9828**

**F** Name and address of principal officer:  
**GREG WEST**  
**1862 ENTERPRISE DRIVE**  
**NORCROSS GA 30093**

**G** Gross receipts \$ **1,862,572**

**H(a)** Is this a group return for affiliates?  Yes  No  
**H(b)** Are all affiliates included?  Yes  No  
 If "No," attach a list. (see instructions)

**H(c)** Group exemption number ▶

**I** Tax-exempt status:  501(c)(3)  501(c) ( ) (insert no.)  4947(a)(1) or  527

**J** Website: **www.watc.tv**

**K** Form of organization:  Corporation  Trust  Association  Other ▶

**L** Year of formation: **1996** **M** State of legal domicile: **GA**

**Part I Summary**

<b>Activities &amp; Governance</b>	1 Briefly describe the organization's mission or most significant activities: <b>See Schedule O</b>			
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.			
	3	Number of voting members of the governing body (Part VI, line 1a)	7	
	4	Number of independent voting members of the governing body (Part VI, line 1b)	6	
	5	Total number of individuals employed in calendar year 2012 (Part V, line 2a)	26	
	6	Total number of volunteers (estimate if necessary)	150	
	7a	Total unrelated business revenue from Part VIII, column (C), line 12		321
	b Net unrelated business taxable income from Form 990-T, line 34		0	
<b>Revenue</b>	8	Contributions and grants (Part VIII, line 1h)	1,873,399	1,856,824
	9	Program service revenue (Part VIII, line 2g)	0	0
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	6,535	-4,530
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	558	321
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	1,880,492	1,852,615
	<b>Expenses</b>	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0
14		Benefits paid to or for members (Part IX, column (A), line 4)	0	0
15		Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	1,072,219	1,039,627
16a		Professional fundraising fees (Part IX, column (A), line 11e)	0	0
		b Total fundraising expenses (Part IX, column (D), line 25) ▶ <b>87,578</b>		
17		Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	824,137	764,745
<b>Net Assets or Fund Balances</b>	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	1,896,356	1,804,372
	19	Revenue less expenses. Subtract line 18 from line 12	-15,864	48,243
	20	Total assets (Part X, line 16)	1,798,653	1,673,647
	21	Total liabilities (Part X, line 26)	427,512	254,263
	22 Net assets or fund balances. Subtract line 21 from line 20	1,371,141	1,419,384	

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**

Signature of officer \_\_\_\_\_ Date \_\_\_\_\_

Type or print name and title \_\_\_\_\_

Print/Type preparer's name **Joseph G. Hedrick** Preparer's signature \_\_\_\_\_ Date \_\_\_\_\_

Check  if PTIN self-employed **P00144329**

Firm's name **Edwards & Hedrick CPAs, P.A.** Firm's EIN **57-0536399**

Firm's address **PO Box 1475 Greer, SC 29652-1475** Phone no. **864-877-9691**

May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No

For Paperwork Reduction Act Notice, see the separate instructions. Form **990** (2012)

**A** For the 2013 calendar year, or tax year beginning \_\_\_\_\_, and ending \_\_\_\_\_

**B** Check if applicable:  
 Address change  
 Name change  
 Initial return  
 Terminated  
 Amended return  
 Application pending

**C** Name of organization  
**COMMUNITY TELEVISION, INC.**  
 Doing Business As \_\_\_\_\_  
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite  
**1862 ENTERPRISE DRIVE**  
 City or town, state or province, country, and ZIP or foreign postal code  
**NORCROSS GA 30093**

**D** Employer identification number  
**57-0782362**

**E** Telephone number  
**770-300-9828**

**F** Name and address of principal officer:  
**GREG WEST**  
**1862 ENTERPRISE DRIVE**  
**NORCROSS GA 30093**

**G** Gross receipts \$ **2,029,769**

**H(a)** Is this a group return for subordinates?  Yes  No  
**H(b)** Are all subordinates included?  Yes  No  
 If "No," attach a list. (see instructions)

**I** Tax-exempt status:  501(c)(3)  501(c) ( ) (insert no.)  4947(a)(1) or  527

**J** Website: **www.watc.tv**

**K** Form of organization:  Corporation  Trust  Association  Other

**L** Year of formation: **1996** **M** State of legal domicile: **GA**

**H(c)** Group exemption number ▶

**Part I Summary**

**1** Briefly describe the organization's mission or most significant activities:  
**See Schedule O**

**2** Check this box  if the organization discontinued its operations or disposed of more than 25% of its net assets.

**3** Number of voting members of the governing body (Part VI, line 1a) **3** **7**

**4** Number of independent voting members of the governing body (Part VI, line 1b) **4** **6**

**5** Total number of individuals employed in calendar year 2013 (Part V, line 2a) **5** **24**

**6** Total number of volunteers (estimate if necessary) **6** **150**

**7a** Total unrelated business revenue from Part VIII, column (C), line 12 **7a** **258**

**7b** Net unrelated business taxable income from Form 990-T, line 34 **7b** **0**

	Prior Year	Current Year
<b>8</b> Contributions and grants (Part VIII, line 1h)	<b>1,856,824</b>	<b>2,000,009</b>
<b>9</b> Program service revenue (Part VIII, line 2g)		<b>0</b>
<b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d)	<b>-4,530</b>	<b>13,909</b>
<b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	<b>321</b>	<b>258</b>
<b>12</b> Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	<b>1,852,615</b>	<b>2,014,176</b>
<b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1-3)		<b>0</b>
<b>14</b> Benefits paid to or for members (Part IX, column (A), line 4)		<b>0</b>
<b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	<b>1,039,627</b>	<b>963,951</b>
<b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e)		<b>0</b>
<b>b</b> Total fundraising expenses (Part IX, column (D), line 25) ▶ <b>84,511</b>		
<b>17</b> Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	<b>764,745</b>	<b>739,092</b>
<b>18</b> Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	<b>1,804,372</b>	<b>1,703,043</b>
<b>19</b> Revenue less expenses. Subtract line 18 from line 12	<b>48,243</b>	<b>311,133</b>
	Beginning of Current Year	End of Year
<b>20</b> Total assets (Part X, line 16)	<b>1,673,647</b>	<b>1,912,084</b>
<b>21</b> Total liabilities (Part X, line 26)	<b>254,263</b>	<b>181,567</b>
<b>22</b> Net assets or fund balances. Subtract line 21 from line 20	<b>1,419,384</b>	<b>1,730,517</b>

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**

Signature of officer \_\_\_\_\_ Date \_\_\_\_\_

Type or print name and title \_\_\_\_\_

**Paid Preparer Only**

Print/Type preparer's name **Joseph G. Hedrick** Preparer's signature \_\_\_\_\_ Date \_\_\_\_\_ Check  if self-employed PTIN **P00144329**

Firm's name ▶ **Edwards & Hedrick CPAs, P.A.** Firm's EIN ▶ **57-0536399**

Firm's address ▶ **PO Box 1475 Greer, SC 29652-1475** Phone no. **864-877-9691**

May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No

# Aberdeen Broadcast Services

22362 Gilberto, Suite 120  
Rancho Santa Margarita, CA 92688  
abercap.com 800-688-6621

# Price Quote

**Account** WATC TV57  
1862 Enterprise Drive  
Norcross GA 30093

**Quote ID** 03342  
**Status** Open  
**Quote Good until:** 10/24/2014

## Quote Detail

**Project Name:** Captioning & Digital File Delivery Rates

**Specifications:** :

### WORKFLOW & SERVICE OVERVIEW:

Aberdeen Broadcast Services to provide client with standard roll-up captioning and digital file delivery services to WATC TV57. Client master files to be uploaded via AberFast electronic file transfer system in Apple ProRes 422 (LT) file format or comparable specifications per Aberdeen guidelines. Files to adhere to Aberdeen file specifications ([http://abercap.com/static/pdf/Aberdeen\\_DFD\\_Broadcast\\_Standards.pdf](http://abercap.com/static/pdf/Aberdeen_DFD_Broadcast_Standards.pdf)) and in conjunction with station requirements (leader elements, aspect ratio, center cut considerations, etc.)

### PRICING NOTE:

Pricing can vary and is dependent on producer and station workflows and requirements, such as up/down and standards conversions, and other potential workflow variables. Each producer workflow will have to be evaluated to ensure the below pricing can be applied. Additional station deliverable fees will be in addition to pricing detailed below. SD and/or HD pricing to apply or will be adjusted according to client need.

### STATION SET-UP FEES:

Station set-up fees ranging from \$75.00 to \$150.00 per station to apply for additional stations needing set-up of AberFast digital file delivery workflow. Station set-up fee will be waived if delivery of a file to go directly back to WATC only.

### ADDITIONAL FEE(S) NOTE (VIDEO/AUDIO/CAPTIONING)

A full or partial charge may apply on top of charges detailed in the line items below should Aberdeen be required to re-transcode any files due to issues stemming from provision of non-airable or unacceptable master video or caption files provided by client. Non-airable or unacceptable files may include, but are not limited to: master video and/or audio that do not meet TV broadcast standards (document provided in separate attachment). Editing, quality assurance and alteration or restoration charges may also apply if required.

**Comments:**

**Effective Date:** 09/24/2014

**Acct. Exec.:**

**Ship Via:** AberFast DFD

### Payment Policy

**One-time projects:** Prepayment Required

**Daily/Weekly/Continuous work contracts:** : Prepayment required for two complete invoicing periods, after which clients who meet a certain criteria may be switched to monthly invoice/billing (NET15) on the first business day of the following month

**Accepted forms of payment:** Check thru ACH (physical check or ask for Aberdeen electronic form), Credit Card, Cash or Cashier's Check.

**TRT/Pricing Guidelines:** As per industry standards, TRT of each individual file will be rounded up to the next full minute for billing purposes. If TRT changes amount to more than a 10% increase in price over quote, Client will receive order confirmation with updated price total and Client approval is needed to move forward. If TRT changes result in less than a 10% increase in price over quote, project will automatically be moved into production and client will see final price on order confirmation.

## Line Items

Description	Qty	Unit	Unit Price	Line Total
<b>Roll-Up Standard Captioning (30 min.)</b> Standard is high quality roll-up captioning with quality checks completed by the transcriber and caption editor. Speakers identified with chevrons. Captions move around on-screen graphics. Accuracy rate is 99.5% or better. For more detail: <a href="http://knowledgebase.abercap.com/index.php?/article/AA-00432">http://knowledgebase.abercap.com/index.php?/article/AA-00432</a>	1	EA	210.00	210.00
<b>AberFast File Delivery HD Source</b>	1	EA	0.00	0.00
<b>AberFast 30 min Delivery HD</b> Add \$20.00 if up-conversion from SD source file required	1	EA	81.00	81.00
<b>AberFast File Delivery SD Source</b>	1	EA	0.00	0.00
<b>AberFast 30 min Delivery SD</b> Add \$20.00 if down-conversion from HD source file required	1	EA	45.00	45.00
<b>File Export .SCC for Archiving/Re-submission</b> Stand alone caption file for the purpose of archiving captioning work and if needing to re-submit to Aberdeen for future distribution.	1	EA	0.00	0.00
<b>Transcript in Text (.txt) Format</b> Client has option to receive transcript in text (.txt) format.	1	EA	0.00	0.00
<b>Non-Cash Price (3%)</b> There is a 3% non-cash fee for all credit card transactions. Only major (AMEX, MasterCard, or VISA) credit cards accepted.  Introductory Payment Period Regardless of payment preference, payment to be processed upon submission of each program for an introductory period of two complete invoicing periods. Monthly invoice/billing (NET15) will be an option extended to clients who meet a certain criteria after the introductory period is over. All clients who are switched to monthly invoicing/billing (NET15) will be switched on the first business day of the month following the introductory period.	1	EA	0.00	0.00

## Contacts

Last Name	First Name	Title	Business	Mobile	EMAIL ADDR
Vallone	Michael	Underwriting Manager	(770) 300-9828		michael@wac.tv

### Payment Policy

**One-time projects:** Prepayment Required

**Daily/Weekly/Continuous work contracts:** : Prepayment required for two complete invoicing periods, after which clients who meet a certain criteria may be switched to monthly invoice/billing (NET15) on the first business day of the following month

**Accepted forms of payment:** Check thru ACH (physical check or ask for Aberdeen electronic form), Credit Card, Cash or Cashier's Check.

**TRT/Pricing Guidelines:** As per industry standards, TRT of each individual file will be rounded up to the next full minute for billing purposes. If TRT changes amount to more than a 10% increase in price over quote, Client will receive order confirmation with updated price total and Client approval is needed to move forward. If TRT changes result in less than a 10% increase in price over quote, project will automatically be moved into production and client will see final price on order confirmation.



**Project Descriptive: Offline Captioning Legacy Project**

VCS will assist WATC-TV and their content providers by providing offline closed captioning services as needed for broadcast purposes. Working either directly with WATC-TV, or its' content provider, VCS will (1.) transcribe all audible content and program offline roll up English captions based on the transcription. Captions will be: **Accurate**, matching spoken words, convey background noise and other sounds as appropriate; **Synchronous** with captions matching corresponding words and sounds at a speed that can be read by viewers; **Complete** from beginning to end of content and **Properly Placed** so not to block important visual content on screen. Once the captions are programmed, VCS will then (2.) create the Encoded Broadcast file for use by WATC-TV. Encoded product could be delivered via FTP, hard drive, Dropbox or other delivery methods.

1. Transcription and Offline Captioning, 2-Line Roll Up	Unit Price
Transcribe and program offline English closed captioning, 2-line roll up. VCS will appropriately place all captions on screen to prevent loss of lower 3 <sup>rd</sup> scripture, phone numbers or other pertinent visual information. Unit price is per hour, <b>billed in ¼ hour increments</b> with a 15-minute minimum.	\$350.00
Rush Closed Captioning service, < 3-business days please add	\$100.00

2. Closed Caption Encoding, Mastering	Unit Price
Encode client supplied file (or tape) based asset, with offline captioning. Create and deliver encoded content to WATC TV per broadcaster specification of MPEG 2 or other predetermined SD file. <b>30-minute content</b> -	\$45.00/file
Encode client supplied file (or tape) based asset, with offline captioning. Create and deliver encoded content to WATC TV per broadcaster specification of MPEG 2 or other predetermined SD file. <b>60-minute content</b> -	\$55.00/file
Encode to tape services are available for both SD and HD tape requirements. Please call to discuss specific tape based requirements.	TBD

Any changes to the specification such as spoken language, frame rate conversions, delivery methods... are not included in the above pricing and may result in a surcharge. Pricing includes standard 3-business day turn time for new titles. A requirement less than 3-business days is considered a rush service and available at an additional cost.

**Terms and Conditions**

VCS assumes no liability for masters. It is strongly recommended that only safety masters be utilized for duplication purposes. Proposals are valid for 30 days and are subject to change at any time due to market cost increases.

Sales Tax and Freight, when applicable, is not included in this quote. Any changes to the above specifications may result in a process charge. All orders are processed COD without prior credit approval.

Prepared by:  
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