



## POLICIES AND GUIDELINES FOR THE HANDLING AND STORAGE OF ERASABLE MEDIA

Most field shoots today use cameras that record to some form of memory card. It is the policy of Les Productions Midcan Productions Inc. never to allow clients to keep these original cards. Consequently, this media needs to be immediately offloaded/backed-up to an external hard drive, so that MidCan can rent the camera again with blank cards. These hard drives can either be provided by the client, or purchased by MidCan and added to the bill. If the client is providing the hard drive, it must have no other information on it, as MidCan can not be responsible for protecting that data. Drives must be provided no later than the morning of the shoot day.

AS A REPRESENTATIVE OF \_\_\_\_\_, I WILL:

*Company Name*  
PROVIDE MIDCAN WITH AN  
APPROPRIATELY SIZED HARD DRIVE  
CONTAINING NO OTHER MATERIAL

OR

I WOULD LIKE MIDCAN TO  
PURCHASE A USB HARD DRIVE  
AND ADD ITS COST TO MY BILL

Talk to your editor to determine what editing system they are using and how they would prefer the hard drive to be formatted. If this box is unchecked, MidCan will format the drive as exFAT.

PLEASE FORMAT MY HARD DRIVE IN ONE OF THE FOLLOWING STANDARDS:

HFS+  
-Macintosh Compatible ONLY  
-Good for larger files

OR

exFAT  
-PC & Mac Read Compatible  
-Good for larger files

Straight copying of what the camera recorded, in the camera "native" codec, is the most efficient and inexpensive transfer option. However, MidCan can convert the footage to Quicktime ProRes if necessary. This conversion process takes more time than simply copying the camera native footage to the hard drive, and you will be billed based on the amount of time the entire process takes. MidCan charges \$65 an hour for this service (this references processing time, *not* how many hours of footage that was shot). We charge a half hour minimum, with rounding to the next quarter hour. We also back-up your footage to a work drive, in case there are problems on your return trip or with shipping. We would ask that you verify your footage as soon as possible, and then notify us immediately so that we may free up the space occupied by your footage on our work drive.

COPY THE FOOTAGE TO THE  
HARD DRIVE IN THE  
"NATIVE" FORMAT  
RECORDED BY THE CAMERA

OR

CONVERT THE FOOTAGE TO THE  
MOST APPROPRIATE FORM AND  
FRAME RATE OF QUICKTIME ProRes  
AND THEN COPY TO THE DRIVE

BY SIGNING THIS DOCUMENT, YOU ARE VERIFYING  
THAT YOU HAVE READ AND UNDERSTOOD THE  
CONCEPTS WITHIN, AND ARE COMMITTING TO A  
NON-REVERSIBLE COURSE OF ACTION

\_\_\_\_\_  
Signature