



Government Communications and Public Engagement  
Work Order Request  
(Draw Down Form)

GCPE Stob 67

This workorder is subject to the terms and conditions of Standing Offer #SO-GCPE018-016

Ministry, Originating Office and Contact:

Government Communications and Public Engagement Kathryn LeSueur, Director Marketing and Advertising

Supplier Name, Address and Contact:

Trapeze Communications Inc. Suite 300 - 1005 Broad Street, Victoria BC V8W 2A1 – Richard Fisher

TERM: August 21 – 31, 2020

Campaign Name: GCPE\_11037 Dr. H School Spot Production

Deliverables:

**Trapeze:** To provide Account Services and Video Production Management to brief supplier (Post Pro Media), review supplied footage with them, make recommendations for broadcast quality improvements and facilitate improvements, approvals and trafficking of spot via Extreme Reach.


**Post Pro Media:** Finishing for 1 x :30, 16:9 TV Colour grade, audio mix & mastering.

**Deliveries:** Extreme Reach delivery to BC-wide station list included. Web files with SRT captions 16:9.

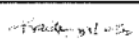
ThinkTV clearance included. Trafficking services included.

FEES (per standing offer hourly rates)	Hours	Hourly Rate	Estimated Cost
<b>Client Services:</b>			
Video Production Management	s.17, s.21		\$ 1,500.00
Account Services			\$ 900.00
			\$ -
<b>Agency Hard Costs (total only, attach estimate)</b>			\$ -
			\$ -
<b>Sub-Contracted Services (total only, attach estimate)</b>			
<b>Post Pro Media:</b> See deliverables above.			\$ 5,760.00
			\$8,160.00
<b>PST if Applicable</b>			\$0.00
<b>Total</b>			<b>\$8,160.00</b>

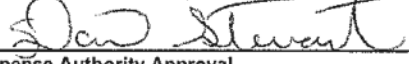
To be completed by SUPPLIER

	Richard Fisher	25-Aug-20
Authorized Signatory Approval	Print Name	Date

To be completed by GCPE

	Kathryn LeSueur	20-08-26
GCPE Approval	Print Name	Date

To be completed by MINISTRY OR GCPE EXPENSE AUTHORITY

	Dawn Stewart	20-08-26
Expense Authority Approval	Print Name	Date

Project # W2330 Stob 67

2020-08-25