

SERVICE BOOKING AGREEMENT

NOVA BADZLINA GLOBAL

AGREEMENT NO.

DATE OF AGREEMENT

PROJECT REFERENCE

PARTY A — THE CREATOR

NUR BADZLINA RAZI BINTI MOHAMED GAZALI

Known professionally as Ara Aranya

Trading as **Nova Badzlina Global**

IC / Passport no.:

Phone: +60 18-278 0523

Email: novabadzlinaglobal@gmail.com

PARTY B — THE CLIENT

Name / Brand:

Company / Registration no.:

Representative:

Address:

Phone:

Email:

This Agreement is made between Party A and Party B on the date written above. Both parties agree to the terms set out below. It is written in plain language on purpose — if any part is unclear, ask before signing.

1 The work

Party A agrees to produce and deliver the following:

Service type:

Deliverables (number and format):

Video length (15–120 seconds): Language:

Where the content will be used:

Any must-say lines, brand guidelines or restrictions are attached to this Agreement or listed here:

2 Price and add-ons

Base price: Currency: (MYR / USD / GBP)

Add-ons agreed (tick those that apply, and write the agreed figure):

- ☐ Raw / unedited footage — **+50%** of base, usage rights included
- ☐ Rush job — **+30% to 60%**
- ☐ Party A posts the content on her own social media — **+10%, paid upfront**
- ☐ New account built, run and handed over (Canvas UGC) — **+15%**
- ☐ In-person attendance, Peninsular Malaysia — **+50% to 80%**
- ☐ In-person attendance, Kota Kinabalu (Sabah) — **+10% on top** of the above
- ☐ Last-minute in-person booking — **+10% to 15%**
- ☐ Paid advertising usage — term and territory
- ☐ Whitelisting / Spark Ads through Party A's handle — per month
- ☐ Category exclusivity — category, period

TOTAL AGREED PRICE:

Party A is a sole creator and not registered for SST unless stated otherwise here:

3 When payment is due

The billing pattern depends on the service. Tick the one that applies:

- ☐ **Pay before each step** — single video, video editing, photo editing. Each stage is paid before it is completed. Deposit before production begins; balance before the watermark is removed.
- ☐ **Paid in full between the 28th and 31st each month** — bundles, Canvas UGC, ambassadorship, retainers, any month-long project, paid reviews and movie reviews. If a month is not settled inside that window, production and posting pause until it is.
- ☐ **50% deposit + 50% before release** — voice-over, voice artist, voice talent. A voice-tagged draft is provided for approval; the clean master is released after the balance.
- ☐ **Day rate, invoiced after** — photography, commercial talent, short acting, canvas makeup. A holding deposit secures the date; the balance is invoiced once the day or days are complete.

Deposit agreed:% of the total (between 10% and 50%).

Payment method: (Stripe / Payoneer / QR Pay / FPX / Online Banking / Debit Card)

Payments by FPX, online banking, debit card and QR Pay are made to: **Maybank, NUR BADZLINA RAZI BINTI MOHAMED GAZALI, account 165125432269**. Party A will never request payment to any other name or account.

4 Timeline

Party B provides the product, brief and any assets by:

Party A delivers the watermarked draft by:

Party B gives consolidated feedback within **3 working days** of receiving the draft.

Final delivery date:

If Party B is late providing the product, brief or feedback, the delivery date moves by the same number of days. This is not a breach by either side — it just shifts the schedule.

5 Delivery

Party A first delivers a **watermarked draft** — full length and full quality, with a visible watermark (or a spoken voice tag, for audio).

The clean, watermark-free final files are released **only after payment is settled in full**.

Final files are delivered by (tick one): ☐ WeTransfer ☐ Blip ☐ Google Drive

Party A keeps the project files for **60 days** after final delivery. After that, Party B is responsible for its own copies.

6 Usage rights

Organic use is included. Party B may post the content on its own brand channels — feed, stories, website — with no time limit and no extra fee.

Paid advertising is not included unless ticked in clause 2. If Party B runs the content as a paid advertisement without agreeing the term and territory, the paid-ads fee becomes payable at Party A's standard rate.

Party A retains the right to use the content in her own portfolio, showreel and social media for the purpose of showing her work, unless Party B ticks here: ☐ Party A may **not** use this content in her portfolio.

Party B confirms it owns or has the right to use any product, logo, music or material it supplies, and is responsible for the legality of any claims it asks Party A to state.

7 Revisions

Included: **1 round** for a single video, **2 rounds** per deliverable for bundles and monthly projects.

A **revision** means adjusting what was briefed — trimming, re-ordering, caption fixes, colour, pacing, or swapping a take.

A **new script, concept, hook, product or setting** requested after approval is new work and is quoted separately.

Revision requests must be made within **7 days** of receiving the draft. After that the work is treated as approved.

8 In-person attendance (only if ticked in clause 2)

Location: Date(s):

Hours agreed: Overtime is quoted separately.

Party A attends in person only in **Peninsular Malaysia** and the **Kota Kinabalu area of Sabah**, for events of 1–2 days. All work outside Malaysia is remote only.

For Sabah bookings the additional 10% covers flights and accommodation.

Party B is responsible for site access, permissions and a safe working environment at the location.

9 If a booking is cancelled

- **Party B cancels before work begins** — the deposit is retained. It covers the slot held and other work turned away.
- **Party B cancels after work has begun** — the full agreed price is due. Party B receives everything completed to that point.
- **Party A cancels** — if illness, family emergency or any cause on Party A's side prevents delivery, Party B receives a **full refund including the deposit**, or a rescheduled date at no extra cost. Party B chooses which.
- **Rescheduling** — free once if more than 7 days before the date. Within 7 days, a rescheduled in-person booking is treated as last-minute.

Once a booking is confirmed and the deposit is paid, it is **non-refundable** except in the case described above where Party A cancels.

10 Late payment

If any payment is more than **14 days** overdue, Party A may pause all work and withhold delivery of final files until it is settled. Work already delivered remains payable.

For monthly projects, posting and production pause until the outstanding month is settled.

11 Confidentiality

Both parties agree to keep confidential any private business information shared for this project — pricing, unreleased products, campaign plans — and not to disclose it to third parties without permission. This does not prevent Party A from showing the finished work in her portfolio once it is publicly released, unless clause 6 says otherwise.

12 Limits

Party A is responsible for producing the agreed deliverables to a professional standard. Party A is not responsible for the commercial results of the content — views, engagement, sales or conversions are not guaranteed by anyone.

Neither party is liable for delays caused by events genuinely outside their control, such as illness, natural disaster, or platform outages. Where that happens, both parties agree to reschedule in good faith.

Any amount either party can claim from the other under this Agreement is limited to the total agreed price in clause 2.

Any change to this Agreement must be agreed by both parties in writing — a message on WhatsApp or email is sufficient, provided both parties clearly agree.

This Agreement is governed by the laws of **Malaysia**. If a dispute arises, both parties agree to first try to resolve it directly and in good faith before taking any other step.

This document, together with any attached brief, is the whole agreement between the parties and replaces any earlier discussion.

SIGNED BY BOTH PARTIES

By signing below, both parties confirm they have read, understood and agreed to every clause above.

PARTY A — THE CREATOR

NUR BADZLINA RAZI BINTI MOHAMED GAZALI

(Ara Aranya, Nova Badzlina Global)

IC / Passport no.: _____

Date: _____

PARTY B — THE CLIENT

Name: _____

Position: _____

Company: _____

IC / Company no.: _____

Date: _____

WITNESS (OPTIONAL)

Name: _____

Date: _____

COMPANY STAMP (IF ANY)

Two copies. Print this twice. Both parties sign both copies, and each keeps one. A clearly signed scan or photograph sent by email or WhatsApp is accepted by both parties as valid.