



REVISION REQUEST FORM

Formal request for amendments to delivered photography, video, graphics or digital media work

Document purpose: This form records requested revisions after a proof, draft, gallery, video export, design file or other deliverable has been supplied by Motley Media. It creates a clear written record of the requested change, the file or timecode affected, the reason for the request and whether the change appears to be within the agreed project scope.

Use instruction: Use this form when a client wants amendments after review. Do not use it to request a new project, new booking or unrelated production work.

Client and Project Details

Item	Details
Client / organisation name	[Insert]
Contact person	[Insert]
Phone / email	[Insert]
Project name	[Insert]
Invoice / quote reference	[Insert]
Delivered item reviewed	☐ Photo gallery ☐ Video draft ☐ Final video ☐ Graphic design ☐ MotFlix project ☐ Other: _____
Delivery link / file reference	[Insert URL, MotFlix project name, file name or gallery reference]
Date deliverable received	[Insert]
Requested completion date	[Insert]

Revision category

☐ Colour / exposure adjustment	☐ Crop or framing
☐ Retouching request	☐ Audio adjustment
☐ Music change	☐ Caption/text change
☐ Logo/branding adjustment	☐ Sequence/order change
☐ Clip removal	☐ Clip addition
☐ Export format/version	☐ Gallery/file replacement
☐ Download/access correction	☐ Other: _____

Requested revisions - itemised change list

Item / file / image no.	Timecode / page / location	Current issue	Requested change	Priority

Revision information	Details
Detailed explanation	[Explain the requested changes in plain language. Attach screenshots, marked-up images or timecodes where possible.]
Client supplied replacement assets	☐ No ☐ Yes - list files supplied: _____
Reason for revision	☐ Error correction ☐ Preference change ☐ Brand change ☐ Stakeholder request ☐ Scope change ☐ Other: _____
Approval authority	[Name of person authorised to approve final revisions]

Revision Conditions

1. Assessment against project scope

Motley Media will assess each requested change against the signed quote, service agreement, booking agreement, revision allowance, usage licence and project instructions. A request is not automatically approved merely because it is submitted.



Motley Media & Digital Productions

ABN 64 511 853 908 | Principal: Ray Gorgievski | Princes Hwy, Rockdale NSW 2216
0452 668 539 | admin@motleymedia.com.au | www.motleymedia.com.au

2. Included revisions

Where the request is within the agreed scope and within the included revision allowance, Motley Media will use reasonable endeavours to complete the revision within a practical timeframe, subject to workload, file availability and production constraints.

3. Additional charges

Additional charges may apply for new creative direction, new deliverables, extensive re-editing, changes caused by late client information, third-party/stakeholder preference changes, new music, new graphics, new versions, rush turnaround, re-exporting, work after final approval or anything outside the agreed project scope.

4. Version control and approvals

The client must identify one approval authority unless Motley Media agrees otherwise. Conflicting instructions from multiple stakeholders may delay delivery and may be treated as additional work.

5. File retention and technical limits

Requested changes depend on available source files, licences, software compatibility, storage retention, third-party material, delivered format, image quality and technical feasibility. Motley Media is not required to recreate unavailable material or alter deliverables in a way that is unsafe, unlawful, misleading, defamatory, infringing or inconsistent with third-party rights.

6. Final acceptance

When revised deliverables are supplied, the client must review them promptly and identify any remaining approved-scope issue in writing. Continued use, publication, download, approval or failure to raise a relevant issue within a reasonable review period may be treated as acceptance of the revised deliverable, subject to non-excludable legal rights.

Internal assessment item	Details
Motley Media assessment	☐ Within scope ☐ Partly within scope ☐ Outside scope ☐ Further information required
Approved action	[Internal completion]
Additional fee / quote required	☐ No ☐ Yes - AUD \$ _____
Target completion date	[Internal completion]
Final revision reference	[Internal completion]

Signature and Authorisation

Signing statement: Each person signing confirms that the information provided is true and complete to the best of their knowledge, that they have authority to submit this form where acting for another person or organisation, and that they understand Motley Media may rely on this form when assessing the request.

Client / authorised representative	Motley Media & Digital Productions
Full name:	Full name:
Position / authority:	Position / authority:
Signature:	Signature:
Date:	Date: