



TAPE AND PAPERWORK DELIVERY AND LIQUIDATED DAMAGES

7 March 2016



The current arrangement if delivery materials are late or have to be returned allows S4C to deduct fees of up to £100 per day for tapes and £50 a day for paperwork.

To simplify the arrangements and to provide a clearer estimate of the amounts that could be due, S4C will adopt the following guidelines from 4th April 2016 if tapes have to be returned or if paperwork is delivered late.

You are reminded that all requests for a delivery date to be changed should be sent by e-mail to **Llion Iwan** in the planning department (Llion.Iwan@s4c.cymru) also copied to the relevant commissioner. Llion or a member of his team will then respond by e-mail to confirm whether or not the delivery date can be changed. This will ensure that all parties are working to the same delivery date.

We will monitor the situation and review the arrangement for applying a daily fee for late delivery of tapes or files in December 2016. In the meantime we reserve the right to apply liquidated damages of £100 per day for late delivery of the Transmission Copy.

Returning Tapes

If tapes need to be returned to the producer the fee charged will be based on the additional work that S4C has to undertake when receiving the corrected copy. The following table sets out the relevant fees.

Costs when material has been returned		
Reloading to BSM/Dalet		
	Up to 30'	60' and over
HD or SD tape or File	£75+ VAT	£150+VAT
Cost of recreating material for Access Services i.e. - Subtitling, Signing and Audio Description		
	Up to 30'	60' and over
HD or SD tape or File	£75+VAT	£150+VAT
Above includes staff/technical/administrative costs.		

Paperwork

S4C agreements currently state that a fee of up to £50 per day may be levied for each day that information regarding the programme is late. S4C will now have the right to take all reasonable steps to ensure that the information is delivered at the company cost if it has not been delivered within 28 days of the delivery date noted in the agreement. S4C will have the right either to deduct these reasonable costs from any sums due to the company or to invoice the company for the amount. The maximum sum that S4C will charge when information has not been delivered will be £500 for any 30 minute programme or episode (pro rata).

Guide to Delivery requirements

The guide that gives the background to why timely delivery is required as well as providing further information of what is required has been updated. A copy of the revised document is available on S4C's [production website](#).