01 Revisions & Feedback Guide

GETTING THE MOST FROM EACH ROUND

Clear feedback saves time and protects both quality and your budget. This guide explains what counts as an included revision and what counts as a change in scope.

Included Revision Rounds

Type of work	Rounds included	Extra round
Still renders	2–3 rounds	10–15% of the shot's value
Animation & films	3 rounds	10–15% of the item's value

Included revision

- Small changes to camera angle or height
- Changing a material or color within the same design
- Lighting, time of day and sky
- Adding or removing people, cars and trees
- Correcting text, titles and subtitles
- Edit pacing and shot timing

Scope change (change order)

- Changing the engineering design after a stage is approved
- Adding a new shot, building or zone
- Changing an approved camera path after rendering starts
- Changing the script or story after the storyboard is approved
- New files or drawings that differ from those received
- Changing resolution or format after delivery

- A change order is priced and approved in writing before work starts, and may move the delivery date.

How to Send Feedback

1. Collect your team's comments into one list sent by one person. Conflicting comments from several people count as separate rounds.
2. Number your comments and name the shot or shot number in each one.
3. For stills: draw or comment directly on the image (PDF or an image with arrows).
4. For films: give the timecode in minutes and seconds, e.g. 00:12 – 00:15.
5. Send feedback within 3 working days of receiving the draft.

Feedback Examples

Unclear feedback

"The shot isn't right, make it better."

"Change the colors."

"The film is a bit long."

Clear feedback

"Shot 04: make it just before sunset instead of midday, and add more pedestrians on the right sidewalk."

"Shot 07: make the stone facade lighter, matching the attached sample."

"Film 00:20 – 00:28: cut this part down to 4 seconds."

Feedback List Template

#	Shot / timecode	Comment	Priority
1			☐ High ☐ Normal
2			☐ High ☐ Normal
3			☐ High ☐ Normal
4			☐ High ☐ Normal
5			☐ High ☐ Normal
6			☐ High ☐ Normal
7			☐ High ☐ Normal
8			☐ High ☐ Normal

Person responsible for feedback — name and date

Round no. ..... of .....