

Guidelines for Studio Operations

1. Please confirm your studio booking time upon receipt of the invoice and payment confirmation issued by the accounts department.
2. If the client has a dispute over the studio private package hours or any other associated functions, please refer them to the administrative department for a settlement process.
3. If you have any queries regarding studio package hours, please contact the studio in charge or the administrative department if you have any other queries related to any other associated function.
4. Please let us know how we can help if you have any questions or problems with the studio's regular operating procedures. Contact details: studio@musicnepal.com / info@musicnepal.com
5. All studio-related artists must first be screened and filtered at the front desk before proceeding further. Front desk representatives shall be responsible for conducting the initial consultation, which includes responding to general inquiries and providing standard information regarding studio service packages, rates, and available time slots for recording, editing, mixing, and mastering.
6. After the initial consultation, the artist should be handed over to the Business Team for further processing, rather than directly to the Studio Department.
7. The studio has proposed a package of 10 songs to be completed within a single fiscal year. As part of this offer, recording, mixing, and mastering services for one song will be provided free of charge as a discount.
8. However, if the completion of the 10 songs extends beyond the same fiscal year, Studio A will not be responsible for honoring the discount, nor will it have the authority to offer the same package to the concerned artist.

9. All studio-related services must be clearly mention and easily accessible through the official Music Nepal website, as well as promoted across all major social media platforms, including Music Nepal's official Facebook page, TikTok, Instagram, Twitter, LinkedIn, and others as applicable.
10. Before booking and scheduling a song in the studio, the Studio Incharge is primarily responsible for collecting at least **50% of the total payment**.
11. If collecting 50% is not immediately possible, a **minimum of 30% must be collected** prior to inserting the song into the studio workflow. In the event of any obstacles, issues, or grievances, it is the responsibility of the Studio Incharge to promptly inform the Administration Department.
12. The Studio Incharge is responsible for ensuring the collection of all outstanding payments related to studio services. A maximum credit period of one month may be allowed to the artist, provided that it does not disrupt regular studio operations.
13. If the payment remains overdue beyond this period, the Studio Incharge must initiate a formal follow-up in writing either via email or official letter. If the matter remains unresolved, the Studio Incharge must immediately notify the Administration Department in writing to coordinate the issuance of a formal legal notice to the concerned party.