

Letter to Clients

Dear Marcus:

On 18th June, we will spend 5 days on sound part of subject, we will start character part on 21th June. Characters works need to spend 52 days. Environments works need to spend 13 days.

Matthew will take charge for building character 1, also building and texture entirement1; Peter will take charge for building and texturing character 2 ,environment2,3. Sarah will texture character1 and rig character1,2.Character1 will be finish on 29th June. Character2 will be finish on 2th July. And you can have a meet with them for giving some advice about characters. The environment work will finish on 10th July. All of work will be finish on 9th August. Your project will cost me about £15900, so you will need to pay me £23100. The cost of your project is as follows:

Activity	Total for activity
3DCA	13000
Composting	2900
Production management	7200
Total	23100

There are the detials about characters and environments you intrersted in:

characters

	members	Date	Charge per day	Number of days	total
Char1 building	Matthew	21.22.25. 26.June	220	4	880
Char1 building change	Matthew	27.June	220	1	220
Char1 texture	Sarah	27.June	200	1	200
Char1 rig	Sarah	28. 29 June	200	2	400
Char2 building	Peter	21.22.25.26.June	200	4	800
Char2 texture	Peter	27. 28.June	200	2	400
Char2 texture change	Peter	29.June	200	1	200
Char2 rig	Sarah	2. July	200	1	200
total				52	3300

Environments

	members	Date	Charge per day	Number of days	total
En1 building & texture	Matthew	28.29.June 2.3.4.July	220	5	1100
En2 building & Texture	Peter	2.3.4.5 July	200	4	800
En3 building & texture	Peter	6.9.10.July	200	4	800
total				13	2700

Best,
Zihan Zhou

Dear Mandy:

On 18th June, we will spend 5 days on sound part of subject, we will start lighting part on 19. July. Lighting need to spend 14 days. And Animation need spend 21 days.

Peter will take charge for lighting shot1,2,3. Sarah will lighting shot 4,5,6,7 and animate shot 1,2,5,7. Matthew will animate shot 3,4,6. Animation works will be finish on 18th July. And you can have a meet with them for giving some advice about animation. The Lighting works will finish on 30th July. All of works will be finish on 9th August. Your project will cost me about £15900, so you will need to pay me £23100. The cost of your project is as follows:

Activity	Total for activity
3DCA	13000
Composting	2900
Production management	7200
Total	23100

Among total cost, lighting will cost £2800 , there are the detials of lighting project:

lighting

	members	Date	Charge per day	Number of days	total
Lighting shot 1,2,3	Peter	19.20.23.24.25.26. July	200	6	1200
Lighting shot 4,5,6,7	Sarah	19.20.23.24.25.26.27 July	200	8	1600
total				14	2800

Among total cost, animation will cost £3560 , there are the detials of animation project:

Animation

	members	Date	Charge per day	Number of days	total
Animate shot 6	Matthew	5. 6. July	220	2	440
Animate shot 4	Matthew	9.10. 11. July	220	3	660
Animate shot 3	Matthew	12. 13.16 July	220	3	660
Animate Shot1	Sarah	3.5 July	200	2	400
Animate Shot2	Sarah	4. 6 July	200	2	400
Animate Shot5	Sarah	9. 10. July	200	2	400
Animate shot 7	Sarah	11.12.13.July	200	3	600
total				17	3560

Best,
Zihan Zhou

Letter to each crew member

Dear Matthew,

There are a list to tell you which the context and the dates of tasks you need to do. Totally, you will spend 20 days on the project from 21 June 2018 to 18 July 2018 except weekends. And we will pay you 220 pounds for each work day, in total need to pay you 4400 pounds. The main task that you need to do which is building character1, building and texture environment 1 and animate shot 3, 4, 6. After you finish the character and environment, I will make up a meet for you. And need something to change. More details and schedule can be found in the following table:

Activity	Date	Number of days	Daily Rate	Total charges
Ch1 Building	21.22.25. 26.June	4	220	880
Ch1 Building change	27.June	1		220
En1 building & texture	28.29.June 2.3.4.July	5		1100
Animate shot 6	5. 6. July	2		440
Animate shot 4	9.10. 11. July	3		660
Animate shot 3	12. 13.16 July	3		660
Animation changes	17. 18. July	2		
total	21.22.25. 26. 27.28.29. June 2.3.4.5.6.9.10.11.12.13.16.17. 18.July	20		4400

Best,
Zihan Zhou

Dear Peter,

There are a list to tell you which the context and the dates of tasks you need to do. Totally, you will spend 27 days on the project. There are 14 days for 3DCA from 21 June 2018 to 10 July 2018, 6 days for lighting from 19 to 26 July 2018 and 7 days for composing. And we will pay you 200 pounds for 3DCA per day and 250 pounds for composing per day. We will pay you 4000 pounds for 3DCA and 1750 pounds for composing, in total need to pay you 5750 pounds. The main task that you need to do which is building and texture character2, building and texture environment 1 ,3, lighting and composing shot 2,3,6,7. So after you finish the character and environment, I will make up a meet for you. More details and schedule can be found in the following table:

Activity	Date	Number of days	Daily Rate	Total charges
Ch2 Building	21.22.25.26.June	4	200	800
Ch2 texture	27. 28.June	2		400
Ch2 texture changes	29.June	1		200
En2 building & Texture	2.3.4.5 July	4		800
En3 building & Texture	6.9.10.July	3		600
lighting	19.20.23.24.25.26. July	6		1200
Composing shot 3	30.31 July	2	250	500
Composing shot 2	1. August	1		250
Composing shot 6	3.6.August	2		500
Composing shot 7	8.9.August	2		500
total	21.22.25.26.27.28.29.June 2.3.4.5 .6.9.10.19.20.23.24.25.26.30.31. July 1. 3.5.8.9.August	27		5750

Best,
Zihan Zhou

Dear Sarah,

There are a list to tell you which the context and the dates of tasks you need to do. Totally, you will spend 27 days on the project. There are 23 days for 3DCA from 27 June 2018 to 27 July 2018 and 5 days for composing from 30 July to 6 August, except weekends. And we will pay you 200 pounds for 3DCA per day and 230 pounds for composing per day. We will pay you 4600 pounds for 3DCA and 1150 pounds for composing, in total need to pay you 5750 pounds. The main task that you need to do which is character1 texture, building and texture character2, animate shot1,2,5,7. Composing shot1,4,5. After you finish the character and environment, I will make up a meet for you, there are may some animation need to change. More details and schedule can be found in the following table:

Activity	Date	Number of days	Daily Rate	Total charges
Ch1 texture	27. June	1	200	200
Ch1 Rig	28. 29 June	2		400
Ch2 Rig	2. July	1		200
Animate Shot1 Ch1	3. July	1		200
Animate Shot1 Ch2	4. July	1		200
Animate Shot1 en1	5. July	1		200
Animate Shot1 en2	6. July	1		200
Animate Shot5	9. 10. July	2		400
Animate shot 7	11.12.13. July	3		600
Animation changes	16. 17 July	2		400
Lighting shot4567	19.20.23.24.25.26.27 July	8		1600
Composing Shot1	30. July. 1. August	2	230	460
Composing Shot5	2. August	1		230
Composing Shot4	3. 6. August	2		460
total	27.28.29. June 2.3.4.5.6.9.10.11.12.13.16.17. 19.20.23.24.25.26.27.30. July 1.2.3.6. August	27		5750

Best,
Zihan Zhou