



CONTRACT RELEASE LETTER

Hello _____,

We regret to inform you that we are releasing you from your contract with Intro Branding and Talent Management Agency.

You are being released for one or more of the following reasons:

- No Call No Show to an Assignment
- Cancelling a Job with Less than 24 Hours Notice
- Incident/Attitude/Problem with another model or actor
- Incident/Attitude/Problem with a Staff member
- Incident/Attitude/Problem with a Client
- Not Responding to Emails
- Not doing Mandatory Monthly One on One Appointments Consistently
- Tardy W/O Calling to an Assignment
- Missing more than 3 INTRO events in a row
- Altering your appearances without consulting INTRO first and getting approval
- Representing INTRO in a negative manner
- Not Completing your Mandatory 30/60/90/120 Day Requirements
- Letting Your 800 Casting Profile Expire
- Not Listening and Following Instructions
- Not booking assignments/Clients do not select you for more than 15 consecutive assignments we submit you for
- Moonlighting with other agencies or clients and violating your contract with INTRO
- Freelancing on an assignment that the agency does not approve of
- Talent Relocated Outside of Our Client Booking Range
- Talent Requested Release and we chose to honor it
- Other: _____

General Release: This means you did nothing wrong, just that for some reason clients are not booking you and we are releasing talent that don't consistently book jobs to make room for new talent.

Future Contract Eligibility:

- Yes, talent is eligible to audition with us again in 90 days.
- No, talent is no eligible to audition with us again in the future.

Credit w/ Intro Branding and Talent Management Agency:

- Talent DOES have credit with the agency in the amount of: \$ _____ which can be used for _____ at INTRO BATMA until _____ even though you are released (30/60/90/120 day requirements were not met)
- Talent DOES have credit with the agency in the amount of: \$ _____ which will be sent via Paypal to the email address on file no later than _____. (30/60/90/120 day requirement were met)
- Talent DOES NOT have credit with the agency.

We reserve the right to use your image on any flyers, websites, and promotional media as we own the images outright per the media release that you signed when you joined the agency. If you paid for your images at the time of the photo shoots, you also own your images and may continue to use them in your portfolio and throughout your career. Your 800casting profile has been unlinked from INTRO BATMA, but you will still continue to receive Breakdowns for Projects for freelance talent until you join another agency or come back to INTRO BATMA in which case you will start receiving Breakdowns for Projects for professional signed agency talent again.

Thank you for the time you have spent being a part of the INTRO BATMA family. We wish you the absolute best in all of you future modeling/acting/music endeavors.

INTRO AGENT: _____ Date of Release: _____

Sincerely,

Intro Branding and Talent Management Agency, Based in Charlotte NC

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