Stellenbosch
UNIVERSITY
IYUNIVESITHI
UNIVERSITEIT

# Multimedia Rates


1. Internal vs external rates
2. Internal clients
3. External clients
4. Collaborations and externally funded projects
5. After hours and weekends
6. Terms and conditions


## 1. Internal vs external rates

Our pricing structure distinguishes between **internal** and **external** clients:

## 2. Internal clients

Internal rates apply to university faculties, departments and staff.

We provide selected multimedia services **at no cost** to internal clients **between 08:00 and 16:30**, subject to availability and alignment with teaching and learning priorities.

We prioritise requests with reference to academic needs, institutional projects and resource capacity.

| Video production | per hour |
|---|---|
| Studio recording | R500.00 |
| Mobile recording | R650.00 |
| Lightboard recording | R600.00 |
| Greenscreen recording | R500.00 |
| Live streaming | R250.00 |
| Event recording per camera | R650.00 |
| Marketing videos | R650.00 |
| Faculty or mobile introduction videos | R650.00 |

| | |
|---|---|
| SU stock footage production | R500.00 |
| After-hours work (weekdays after 17:00, over weekends and on public holidays): additional to per-hour fee | R300.00 |
| Podcasts | R500.00 |
| | |
| **Video editing** | **per hour** |
| SU-branded intro and outro | R450.00 |
| Removal of mistakes and unwanted sections | R450.00 |
| Text overlays | R450.00 |
| B-roll Integration | R450.00 |
| Pre and post production: free | - |
| | |
| **Graphic design** | **per hour** |
| Infographics | R400.00 |
| SU-branded Icons | R400.00 |
| SUNLearn banners and graphics | R400.00 |
| AI-assisted image generation | R400.00 |
| | |
| **Audio and voice** | **per hour** |
| Voiceover recording | R500.00 |
| Podcast creation | R500.00 |

## 3. External clients

We charge external clients – private entities, organisations and individuals – at the **full applicable rates** for all services.

To enquire about external rates, please contact Zainab Suliman at zsuliman@sun.ac.za.

## 4. Collaborations and externally funded projects

We charge all collaborations and externally funded projects – including those involving internal stakeholders – at the full applicable rates.

## 5. After hours and weekends

- We charge all services rendered after 17:00 on weekdays, over weekends or on public holidays at the full applicable rate, regardless of client type.
- An additional after-hours fee will apply.

## 6. Terms and conditions

All services are subject to the **Multimedia Services Agreement**, which outlines the following:

- service scope and deliverables,
- booking and cancellation policies,
- usage rights and ownership, and
- terms of payment.

We encourage clients to review the Agreement before confirming a booking.