

**FEE GUIDELINES FOR ARRANGING, MUSIC PREPARATION & ORCHESTRATION  
EFFECTIVE 1 FEBRUARY 2019**

Please note that these are minimum rates.

General Terms & Conditions for Arranging, Music Preparation and Orchestration are enclosed in this document.

Secondary use of parts additional to the primary commission is subject to further negotiation and will attract a fee of not less than 50% of the original commissioning fee.

Invoices must be paid not later than 28 days from the date of invoice.

**GENERAL ARRANGING**

**STANDARD HOURLY RATE:** (9am to 9pm) £55.07 per hour  
(or part thereof)

Consultation, routining, audio transcription, taking down from dictation, standing by, arranging/converting from an electronic format, etc (Includes collection/delivery time and travel time if requested)

**PER BAR RATES:**

**CATEGORY A** £4.74 per bar  
Up to 6 players

**CATEGORY B** £5.52 per bar  
7 - 14 players

**CATEGORY C** £7.10 per bar  
15 - 27 players

**CATEGORY D** £7.88 per bar  
28 - 60 players

**CATEGORY E** £9.51 per bar  
60+ players in a conventional ensemble (eg symphony orchestra)

**CATEGORY F** £10.24 per bar  
60+ players in a compound ensemble (eg orchestra & choir) or unconventional line-up

**Jingles, Signature Tunes, Radio/TV Idents etc** 100% extra

**Original material - Compositional element of arrangement** 100% extra

**GENERAL RATES:**

**NIGHT RATE/PUBLIC HOLIDAYS** 100% extra  
9pm until dismissed/completion (when enforced by client)

**ADMINISTRATION FEE** 15% of the total  
(For projects requiring more than one arranger)

**STANDBY ARRANGER** As per musicians'  
session fee

**MUSICAL DIRECTOR** Double the  
(Where the arranger acts as MD) musicians' fee

**EXPENSES** At cost  
(Incurred at the request of client, including collection and  
delivery)

**NOTES:**

1. These rates are exclusive of Music Preparation.
2. In some cases arrangers may wish to negotiate a rate per title, per minute or for a whole project. In those circumstances the per-bar rate should be applied to an estimated number of bars.
3. "Player" means instrumentalist or vocalist.
4. Polyphonic instruments such as harp or piano each count as two players.

**MUSIC PREPARATION**

**STANDARD HOURLY RATE:** (9am to 9pm) £34.21 per hour  
(Includes collection/delivery time and travel time if requested)

**PAGE RATES:**

Single stave parts £3.82 per page

Double stave/single stave with other components (including lyrics) £7.65 per page

Triple stave and above (eg incorporating conductor, rehearsal  
keyboard, choir) £11.49 per page

Copying full score/multiple staves By negotiation

Tacet sheets £1.08 per page

Reducing score to rehearsal keyboard part (including copying) £4.74 per bar

Jingles, Signature Tunes, Radio/TV Idents etc 100% extra

## **PHOTOCOPYING AND ELECTRONIC REPRODUCTION:**

Where the client makes copies from the original, the rate for the original manuscript shall be: 100% extra

Copies made from the original manuscript by the copyist:

First copy Original fee  
Subsequent copies and/or score photocopying 91p per page (up to A3 original)

## **GENERAL RATES:**

**NIGHT RATE/PUBLIC HOLIDAYS** 100% extra  
9pm until dismissed/completion (when enforced by client)

**ADMINISTRATION FEE** 15% of the total  
(For projects requiring more than one arranger)

## **STANDBY COPYIST/LIBRARIAN/SCORE READING**

As per musicians' session fee

**PORTERAGE** £27.99  
For the transport of equipment, such as paper and a printer, to and from the location of the engagement (when requested by client)

**ARRANGING/CONVERTING FROM AN ELECTRONIC FORMAT** £55.07 per hour

**EXPENSES** At cost  
(Incurred at the request of client, including collection and delivery)

## **NOTES:**

1. In a number of cases, especially when dealing with midi files, copyists are required to undertake arranging work.
2. The standard page shall be 10 staves.
3. The title allowance shall be 2 staves.
4. The title page shall always be counted as a full page.



## MUSIC WRITERS' SECTION TERMS AND CONDITIONS

All copyist/arranger commissions carried out by \_\_\_\_\_ are undertaken upon the following terms and conditions. Any reference in correspondence to my standard terms and conditions refers to the following:-

- 1) Prior to undertaking the commission, we shall agree a fee ("the Agreed Fee") being not less than the Musicians' Union/MWS general rates prevailing at the time of our agreement and the uses to which the commissioned work may be put ("the Agreed Use(s)").
- 2) Further uses beyond the Agreed Uses are precluded without my further written consent and my agreement on further use fees.
- 3) The commissioner undertakes to pay the Agreed Fee within 28 days of delivery of the parts or arrangement (as applicable).
- 4) Insofar as the Agreed Fee is not paid within the 28 days of delivery as aforesaid then interest at the rate specified in the Late Payment of Commercial Debts (Interest) Act 1998 shall be applied to the sum outstanding from delivery as aforesaid to the date of actual payment.
- 5) The parts or arrangement commissioned shall be delivered in printed or manuscript form only. Save as otherwise agreed in writing the commissioner shall not be entitled to any computer or other file on delivery.
- 6) In the event of the commissioner requiring further work (whether copying, adaptation or otherwise) I shall have the first option to undertake such further work at a further fee to be agreed.
- 7) Where the commission is an arrangement I, as arranger, retain the copyright in the arrangement commissioned and hereby assert my right to be identified as author thereof. I hereby grant the commissioner a licence of the arrangement for the Agreed Use only. The commissioner undertakes to ensure that credit is given as follows:

Music arrangement/orchestration: \_\_\_\_\_  
as appropriate to the format: (i) on screen for broadcast or theatrical work; (ii) on product packaging for all commercially distributed work, and (iii) on programme/publicity material for live engagements

Where the commission is for music preparation the commissioner undertakes to use all reasonable endeavours to ensure that credit is given as follows:

Music preparation: \_\_\_\_\_  
as appropriate to the format: (i) on screen for broadcast or theatrical work; (ii) on product packaging for all commercially distributed work, and (iii) on programme publicity material for live engagements

- 8) The commissioner undertakes to obtain all licences and consents necessary for me as copyist and/or arranger to fulfil the commission and fully indemnifies me in respect of any claims.
- 9) The commissioner shall have the property in the manuscript of the arrangement and/or manuscript of the parts for the uses agreed. Subject to the reasonable requirements of the commissioner, I shall have access of the copied parts and/or manuscript for reference or copying.