

Fee guidelines for arranging, music preparation & orchestration

Effective January 2021

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) Consultation, routing, audio transcription, taking down from dictation, standing by, arranging/converting from an electronic format, etc (Includes collection/delivery time and travel time if requested)	£57.07 per hour (or part thereof)
--	-----------------------------------

CATEGORY A (up to 6 players)	£4.91 per bar
CATEGORY B (7 - 14 players)	£5.72 per bar
CATEGORY C (15 – 27 players)	£7.36 per bar
CATEGORY D (28 - 60 players)	£8.17 per bar
CATEGORY E (60+ players in a conventional ensemble (e.g. symphony orchestra))	£9.86 per bar
CATEGORY F (60+ players in a compound ensemble (e.g. orchestra & choir) or unconventional line-up)	£10.62 per bar

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 For projects requiring more than one arranger	15% of the total
Standby arranger	As per musicians' session fee
Musical director Where the arranger acts as MD	Double the musicians' fee
Expenses Incurred at the request of client, including collection and delivery	At cost

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) Includes collection/delivery time and travel time if requested	£35.45 per hour
---	-----------------

Page rates

Single stave parts	£3.96 per page
Double stave/single stave with other components (including lyrics)	£7.93 per page
Triple stave and above (e.g. incorporating conductor, rehearsal keyboard, choir)	£11.91 per page
Copying full score/multiple staves	By negotiation
Tacet sheets	£1.12 per page
Reducing score to rehearsal keyboard part (including copying)	£4.91 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	94p per page (up to A3 original)

General rates

Night rate/public holidays 9pm until dismissed/completion (when enforced by client)	100% extra
Administration fee (for projects requiring more than one copyist)	15% of the total
Standby copyist/librarian/score reading	As per musicians' session fee
Porterage For the transport of equipment, such as paper and a printer, to and from the location of the engagement (when requested by client)	£29.01
Arranging/converting from an electronic format	£57.07 per hour
Expenses Incurred at the request of client, including collection and delivery)	At cost

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.

Retention and disposal

The decision for any legal delivery requirements or method of disposal of printed materials following sessions or performance (scores, parts and any associated paperwork such as session schedules or breakdowns) resides with the Client.

Retention of Materials

If the Client wishes to retain the printed materials, shipping details should be supplied promptly by the Client and all shipping costs should be met directly by the Client.

The sorting and packaging of materials by the copyist ready for shipping is charged at cost.

Disposal of Materials

If the Client does not wish to retain printed materials, agreement should be sought for disposal, either:

- A) Non-secure disposal (via Local Authority domestic recycling or at a municipal recycling facility)
- B) Secure disposal (via a recognised secure destruction service where a Certificate of Destruction can be supplied) charged at cost to the Client.

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.