GRANARY DIGITAL

Deliverables spec sheet

One row for each file the job must deliver, with its format, length and delivery date

No.	File name	Deliverable	Aspect ratio	Pixel size	Frame rate (fps)	File type	Length (seconds)	Captions	Audio target	Music and rights holder	Delivery route and date	Approval round	Status
Example: 1	*Bakery_BrandFilm_16x9_v1*	*Brand film*	*16:9*	*1920 x 1080*	*25*	*MP4*	*60*	*Burnt-in*	*Dialogue at the level in the delivery note*	*None*	*Shared link, by the agreed date*	*1*	*Not started*

Files listed	**1**
Total running length (seconds)	**60**
Minutes and seconds	**1:00**

PREVIEW granary.digital

Watermarked preview. Get the clean file free at www.granary.digital/guides.html

GRANARY DIGITAL

Deliverables spec sheet template

One row for each file the job must deliver

How to use this template

1. List every file the job must deliver, one row each: each cut, each platform size and the stills.
2. Fill in the aspect ratio, pixel size and frame rate for each file, then check them against the platform's own page before you export. 25 frames per second is common for UK projects. Set it once for the project.
3. Agree captions, audio and music with the client before the shoot. Burnt-in captions always show. A separate caption file lets the platform switch them on and off.
4. Enter the length of each file in seconds. The totals under the list count the files and add up their running time.
5. Note the approval round for each version, and update the status as each file moves on.
6. Name files with a pattern the whole team can follow, such as project, deliverable, aspect ratio, version and date.

The row marked Example shows how to fill a line in. Overwrite it before you use the totals, because the totals count every row from row 7 down.

PREVIEW granary.digital

Watermarked preview. Get the clean file free at www.granary.digital/guides.html