



**FORM 1 – BOOKING GENERAL PHOTOGRAPHIC ASSIGNMENT**

**PHOTOGRAPHY SERVICES CONTRACT BETWEEN THE SUPPLIER AND THE CLIENT**

<b>SUPPLIER:</b>	<b>CLIENT</b>
<b>Bob Finnegan Photography FDAPIX</b>	<b>(Details Below):</b>
	<b>PLEASE COMPLETE</b>
<b>Full Name</b>	
<b>Address (House Name/Number)</b>	
<b>Address (Street/Road, Village)</b>	
<b>Address (Town)</b>	
<b>Post Code</b>	
<b>Telephone Number (Day)</b>	
<b>Telephone Number (Evenings)</b>	
<b>Mobile</b>	
<b>E-Mail</b>	

**SERVICES REQUIRED**

<b>PHOTOGRAPHY SERVICE (A)</b>	<b>Indicate Required Option (Please tick selection)</b>	<b>PHOTOGRAPHIC SERVICE COST</b>
<b>Cost includes CD/DVD containing all selected high quality (.jpg) images taken on the assignment.</b>		
<b>¼ Day ( 2 Hrs)</b>		<b>£130</b>
<b>½ Day (4 Hrs)</b>		<b>£240</b>
<b>Full Day (8 Hrs)</b>		<b>£450</b>
<b>DELIVERABLES (B)</b>	<b>Indicate Required Option (Please tick selection)</b>	<b>COST OF DELIVERABLES<sup>1</sup> (To be determined in during initial consultation with Photographer)</b>
<b>Additional CD/DVD</b>		
<b>Selected Prints from Assignment</b>		
<b>PhotoBook</b>		
<b>Album</b>		
<b>Other Items - TBD</b>		
<b>Other Items - TBD</b>		
<b>TOTAL COST OF DELIVERABLES</b>		
<b>TOTAL COST PHOTOGRAPHIC SERVICE &amp; DELIVERABLES (A+B)</b>		
<b>BOOKING FEE (A+B) x 25%</b>	<b>25% of Photographic Service Cost (£37.50/£57.50/£102.50) &amp; all Pre-ordered Deliverables</b>	

<sup>1</sup> Pre-Ordered Deliverables will attract a 15% Discount

**ASSIGNMENT DETAILS (Complete as applicable)**

<b>ASSIGNMENT LOCATION(S) &amp; TIMINGS</b>		
	<b>LOCATION (1)</b>	<b>LOCATION (2)</b>
<b>LOCATION NAME:</b>		
<b>LOCATION ADDRESS</b>		
<b>LOCATION POSTAL CODE (if Known)</b>		
<b>LOCATION TELEPHONE NUMBER (if Known)</b>		
<b>REQUIRED - START TIME</b>		
<b>REQUIRED – FINISH TIME</b>		

## **TERMS & CONDITIONS (06/10)**

The following terms and conditions form the contract between the Supplier and Client to provide the agreed photographic services for the Client.

### **CLIENT'S RESPONSIBILITIES**

1. The client shall pay an initial booking fee to confirm the assignment booking. The fee is 25% of the Photographic Service Charge and 25% of any pre-ordered deliverables.
2. The Final fee will include the total charges for photographic services, any additional travelling expenses and any pre-ordered services, ie, prints/albums, etc – less the initial booking fee.
3. The client will agree to a pre-assignment meeting to be held at least two weeks before the photoshoot:
  - a. The client and Bob Finnegan Photography (FdAPix) will agree a start and end time for the assignment photographic services at the pre-assignment meeting.
  - b. The client will confirm all specific requirements<sup>2</sup> of the photoshoot by or during the pre-assignment meeting.
  - c. The balance of the payment will be settled by the client at the pre-assignment meeting or at the commencement of the event .
4. Failure to pay the balance before or at the event will result in the loss of the initial booking fee and the event booking.
5. Photoshoots situated over 10 miles from the Photographers Base (Holme, PE7 3QZ) will incur an additional 50p/mile charge for every mile travelling in excess of 10 miles from Holme (as measured by Google Maps).
6. The client may extend the duration of the photoshoot during the assignment. However Bob Finnegan Photography (FdAPix) reserves the right to leave at the prior agreed time, unless exceptional circumstances prevail or if prior a prior notification of extension/additional charges has been agreed with the client.
7. It is the client's responsibility to ensure that all private and on-location venues allow photography or gain the venue owners permission for photographs to be taken.
8. It is the client's responsibility to ensure that all guests at the event do not object to being included in the photography and the permission of parents/guardians has been obtained for all children likely to be included in the photographs.
9. The client may cancel an event booking at any time up to the time of the wedding. However, they will forfeit their booking fee in total.
10. By signing these terms and conditions the client accepts them in full.

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<sup>2</sup> Objective of the shoot, location, timings, number of images required, deliverables (DVD/Preview book/Prints & Sizes), number of people involved, permissions/authority to photograph, etc.

## PHOTOGRAPHER'S RESPONSIBILITIES

11. The photographer will assume priority over any unofficial photographers and also any videographer.
12. The photographer will make every effort to capture the required photographs in an efficient and enjoyable manner. However, it is the ultimate responsibility of the client to ensure that all parties involved help the client and the photographer with this task. The photographer will not be held responsible for slow or uncooperative individuals or guests due to be included in the photograph..
13. All images captured by the photographer at the photoshoot remain the property of Bob Finnegan Photography (FdAPix).
14. Images captured by the photographer (Bob Finnegan Photography (FdAPix)) may be used for FdAPix promotional purposes.
15. Bob Finnegan Photography (FdAPix) reserves the right to cancel the booking - only subject to extreme personal circumstances (such as severe illness, family issues or injury). In such circumstances a full refund will be provided to the client.
16. If extreme personal circumstances prevent the photographer from attending the event Bob Finnegan Photography (FdAPix) will make every reasonable effort to find a suitable experienced replacement photographer.
17. The photographer will provide a back-up camera. In the event of extreme circumstances where all equipment is either damaged or stolen, Bob Finnegan Photography (FdAPix) will provide a full refund of the booking fee to the client. Bob Finnegan Photography (FdAPix) will not be liable or held responsible for the consequences of such circumstances.
18. If the client cancels the booking after the balance has been paid, Bob Finnegan Photography (FdAPix) reserves the right to retain the full payment. Consideration will be given to the client's circumstances and reasons for cancellation in evaluating whether a refund is due.
19. Bob Finnegan Photography will invoice the client 7 x days before the assignment commences and payment in FULL<sup>3</sup> is required at the assignment pre-meeting or at the commencement of the assignment.

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<sup>3</sup> Full Payment = Final Fee, less 25% deposit, including the full cost of all deliverables included in the initial order or subsequently added to the order.

## SERVICES

20. The DVD with the photographs taken at the assignment will be made available to the client within SEVEN working days of the photoshoot.
21. The images can be made available on a secure website for downloading by clients and their selected individuals, if required.
22. All PhotoBooks/Albums are subject to a minimum of FOUR WEEKS production time from the placement of the order/payment for the PhotoBook/Album, following selection of the images to be included in the PhotoBook/Album.
23. Deliverables<sup>4</sup> that are ordered prior to the wedding date will receive a 15% discount at the time of the order.

Please read the above terms and conditions thoroughly.

If you are happy with these terms & conditions, please keep one copy yourself and return the second signed copy together with your Booking Fee, as detailed above to:

**Bob Finnegan**  
**15 St. Giles Close**  
**Holme**  
**Peterborough**  
**PE7 3QZ**

<b>CLIENT (NAME – BLOCK CAPITALS)</b>	
<b>CLIENT SIGNATURE</b>	
<b>DATE</b>	
<b>PHOTOGRAPHER (NAME – BLOCK CAPITALS)</b>	
<b>PHOTOGRAPHERS SIGNATURE</b>	
<b>DATE</b>	

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<sup>4</sup> Eg; Additional CD/DVD, Preview Book, PhotoBook, Album, Framed Print, Canvass/Fine Art/MDF Wrap, Glacier Block or Calendar.