



FORM 2 – WEDDING BOOKING

PHOTOGRAPHY SERVICES CONTRACT BETWEEN THE SUPPLIER AND THE CLIENT

SUPPLIER:	CLIENT
FDPIX (Bob Finnegan Photography)	(Details Below):
INFORMATON REQUIRED	PLEASE COMPLETE
Full Name	
Address (House Name/Number)	
Address (Street/Road, Village)	
Address (Town)	
Post Code	
Telephone Number (Day)	
Telephone Number (Evenings)	
Mobile	
E-Mail	
DATE (DD/MM/YYYY)	

SERVICES & DELIVERABLES REQUIRED

PHOTOGRAPHY SERVICE (A)	Indicate Required Option (Please tick selection)	PHOTOGRAPHIC SERVICE COST
Cost includes CD/DVD containing all selected high quality (.jpg) images taken on the assignment.		
¼ Day (2 Hrs)		£130
½ Day (4 Hrs)		£240
Full Day (8 Hrs)		£450
DELIVERABLES (B)	Indicate Required Option (Please tick selection)	COST OF DELIVERABLES¹ (To be determined in during initial consultation with Photographer)
Additional CD/DVD		
Selected Prints from Assignment		
Preview Book		
PhotoBook		
Album		
Other Items - TBD		
TOTAL COST OF DELIVERABLES		
TOTAL COST PHOTOGRAPHIC SERVICE & DELIVERABLES (A+B)		
BOOKING FEE (A+B) x 25%	25% of Photographic Service Cost (£75/£115/£205) & all Pre-ordered Deliverables	

¹ Pre-Ordered Deliverables will attract a 15% Discount

ASSIGNMENT DETAILS (Complete as applicable)

WEDDING LOCATION(S) & TIMINGS		
	LOCATION (1)	LOCATION (2)
LOCATION NAME: (Eg: Church, Register Office, Religious Building, Reception, Hotel, etc)		
LOCATION ADDRESS		
LOCATION POSTAL CODE (if Known)		
LOCATION TELEPHONE NUMBER (if Known)		
REQUIRED - START TIME		
REQUIRED – FINISH TIME		

WEDDING DETAILS

INFORMATON REQUIRED	PLEASE COMPLETE
Service Date	
Service Time	
Approx' Number of Guests Attending - Service	
Reception Date	
Reception Time	
Approx' Number of Guests Attending - Reception	
Name of Best Man	
Location of Honeymoon & Time Away on Honeymoon²	
Any Other Relevant Information	

² To help determine the available photographic processing time.

TERMS & CONDITIONS (06/10)(W)

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 wedding 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-wedding 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 wedding photographic services at the pre-wedding meeting.
 - b. The client will confirm all specific requirements³ of the photoshoot by or during the pre-wedding meeting.
 - c. The balance of the payment will be settled by the client at the pre-wedding meeting or by 2 weeks before the wedding.
4. Failure to pay the balance at the pre-wedding meeting or by 2 weeks before the wedding will result in the loss of the initial booking fee and the event booking.
5. Wedding 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 wedding. 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 a 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.

³ 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 Bride/Groom 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 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 30 x days before the assignment commences and payment in FULL⁴ is required at the wedding pre-meeting or by 14 days prior to the wedding.

⁴ 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 wedding 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. Deliverables⁵ 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

CLIENT (NAME – BLOCK CAPITALS)	
CLIENT SIGNATURE	
DATE	
PHOTOGRAPHER (NAME – BLOCK CAPITALS)	
PHOTOGRAPHERS SIGNATURE	
DATE	

⁵ Eg; Additional CD/DVD, Preview Book, PhotoBook, Album, Framed Print, Canvass/Fine Art/MDF Wrap, Glacier Block or Calendar.