

Photography Worksheet

Budget: _____

Actual: _____

Date reserved photographer: _____

Deposit: _____ Due: _____

Balance: _____ Due: _____

Studio: _____

Photographer's name: _____ Phone: _____

Address: _____

Do you prefer taking photos before or after dinner? _____

Cost:

How do you charge? (per print, hourly, or flat rate?) _____

Terms of payment: _____

Special Packages? _____

Number of hours: _____ Is travel time included? _____

Number of prints: _____

Equipment & Technique

What type of equipment do you use? _____

What types of special techniques do you offer? _____

Proofs & Reprints

Print sizes available & cost: _____

Can proofs be purchased? (how much?) _____

Minimum order requirements: _____

Date proofs will be ready: _____

Additional Services: (group pictures, negative retouching) _____

Experience & references

- Sample album from start to finish
- Checked references (list references on space below)

1. _____

2. _____

Important

Do you provide a contract? _____

What are the cancellation terms? _____

(If a contract is not provided, use this worksheet and have the service representative and date it.)

Signature

Date