

Adam Jefferson
 P h o t o g r a p h i c
 Natural, Contemporary & Stylish

Wedding Photography Booking Form

Wedding Date		Time	
Location of Ceremony			
Location of Reception			
Approx number of guests at ceremony		At reception	
	Bride	Groom	
Name			
Address			(If different)
Home phone number			
Work phone number			
Mobile phone number			
Email address			
Location prior to ceremony			
Package: Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Silver Plus <input type="checkbox"/> Gold <input type="checkbox"/> Platinum <input type="checkbox"/> Ultimate <input type="checkbox"/> Customisation or Comments:			
Screen format for proof DVD: Widescreen (16:9) <input type="checkbox"/> or Traditional (4:3) <input type="checkbox"/> (What shape is your TV?)			
Where did you hear about us?			
The retainer of £250 to be paid by <input type="checkbox"/> Credit/Debit card <input type="checkbox"/> Cheque <input type="checkbox"/> Cash We can take card payments over the telephone. Cheques should be made payable to Adam Jefferson.			
Card number			
Start date		Expiry Date	
		Security code	
Name on card			
Card address (if different to above)	Post code		

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Terms and Conditions

You are assured of our best efforts at all times. We aim to produce images which will delight you, and albums which will capture your happiness for future generations. Our business thrives on word of mouth recommendations from our happy customers. However in today's society we are forced to produce this contract to protect our liabilities should unfortunate events occur.

In this contract "we", "our", "us" or "the photographer" means Adam & Janet Jefferson trading as AJ Photographic or, subject to condition 5 below, any photographer(s) appointed by Adam & Janet Jefferson. "You", "your" or "the Client" means those whose name(s) appears on the contract. The due performance of the contract is subject to the conditions below.

1. **Prices:** Prices charged for wedding services are those in force at the time of signing the contract. Prints ordered after the wedding will be charged at the then current price.
2. **Payments:** Payment of the retainer along with a completed contract confirms your booking. The retainer is non-refundable.
 - a. Full payment (except for any payment due with the final album) is due **FOUR WEEKS** prior to the wedding date. Non-receipt of the balance by this date will be deemed cancellation of the contract by the client.
 - b. Any additional goods and services must be paid for in full on ordering.
3. **Coverage and Reproduction:** All photographs taken are at our discretion, best efforts will be made to meet your requirements.
 - a. We shall be granted artistic license and freedom to take photographs. Our judgement regarding the location, poses and number of photographs shall be deemed correct. No responsibility will be taken if someone is omitted from the photographs or a moment not captured due to the dynamic nature of the event.
 - b. At some venues photography is restricted by the official in charge. Please check with the official to avoid disappointment.
 - c. Alterations you request to the booking will be agreed at our discretion. In circumstances such as changing the wedding date we may be unable to comply due to a conflict of commitments. In such cases, you will receive no compensation.
 - d. All printing is undertaken within the technical limitations of the process; colours may not be identical between subjects and may appear differently on different viewing screens and papers.
 - e. All print sizes quoted are approximate and subject to our discretion.
 - f. All equipment is checked regularly and reasonable steps are taken to ensure backup equipment is available. We are not responsible for photographs that are not produced due to technical failure, at any stage.
 - g. Images provided for a PC are tested using Microsoft Windows XP. Where images are produced for a DVD player reasonable steps are taken to ensure compatibility, but discs may not play on all models of DVD player.
4. **Editing & Retouching:** Retouching of images is required can be performed at a rate of £60 per hour charged in 15 minute segments. The minimum charge is £15 per image.
5. **Force Majeure:** In extreme circumstances we may be forced to alter or cancel this contract owing to a cause beyond our reasonable control (e.g. act of God, sudden illness, injury, accident, victim of crime or major incident).
 - a. We will make reasonable efforts to provide services if one/both photographers are not able to attend due to such circumstances. It may prove impossible to find a skilled replacement at short notice or at the same price.
 - b. In the unlikely event of our cancellation, or a total photographic failure a re-shoot may be arranged. We will not be responsible for costs in order to stage a re-shoot. Our liability is limited to a full refund of any fees paid.
 - c. You are advised to take out an insurance policy to cover any expenses in the event of cancellation.
6. **Cancellation Fees:** If you should have to cancel a booking then we will keep the retainer.
 - a. If you cancel less than three months before the wedding, the full price for the complete photographic coverage booked is payable, unless we are able to rebook the date with an equivalent booking.
7. **Placing an Order and Receipt of Goods:**
 - a. Any alterations to orders, errors or omissions must be notified within five days. We are not liable for any costs incurred due to alterations to the order made after this time. Mistakes cannot be rectified after this period.
 - b. Due to the nature of the product we are unable to give exchanges or refunds. This does not affect your statutory rights.
8. **Privacy:** We may store your data on a private internal database. This data is not made available to outside companies or individuals. Should you wish to have your data removed from the database, please advise us in writing.
9. **Copyright:** UK Law assigns the copyright of all images to the photographer. You may purchase a copy of the digital files with copyright release to produce prints and make copies of those images for your own personal use, upload to Facebook, etc.
10. **Digital Files:** We will keep the original digital files for 12 months from the wedding date at one site.
 - a. Should digital files be lost, damaged or destroyed our liability shall be limited to a pro-rata refund of fees paid, but shall not include a refund for any goods already supplied. No refund will be due for any files 12 months after the wedding.
11. **Usage:** You allow us to display any image covered by this contract, to promote our business in advertising, brochures, magazine articles, websites and other such material, providing that the images used are used lawfully and without damage to you.
12. **Governing Law:** This contract is governed by English Law and the jurisdiction of the English courts.
13. **On the day:** Guests can spoil shots by trying to piggyback on our pictures, distracting you so that your eyes are not looking at our camera, or compromising the ambience of scenes by the inappropriate use of lights or flashes. We will speak with the guest or you if action is required. Our coverage may be compromised or may have to be cut short. Video operators and any bright spotlights can spoil images. Please consider carefully where you need video recording to take place and where it is not required.
14. **Refreshments:** You will arrange to provide us with a hot meal (bar food is fine) and a bar tab for soft drinks during the event.

Sign this contract to indicate you have read and understood the above and agree to abide by the terms set out.
Please return this with your retainer to the address below. You will receive a copy for your records

Bride Print Name	Signature	Date
Groom Print Name	Signature	Date
Photographer	Signature	Date

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