

# Wedding Photography Booking Form

**IAN PACK** *photographer*

*Abbey Studio, Friars Oak Road,  
HASSOCKS, West Sussex  
BN6 8PY UK*

REF: \_\_\_\_\_

*Telephone*

*07710 814 665*

*01273 846 746*

**Date:**            **Month:**            **Year:**

**Day:**

**Time:**

*E-mail  
weddings@packshots.biz*

**Bride:**

**Groom:**

Address for Correspondence: \_\_\_\_\_

Telephone (daytime): \_\_\_\_\_

Telephone (evening): \_\_\_\_\_

Telephone (mobile): \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address after Wedding: \_\_\_\_\_

Photography of Bride at "Home"? \_\_\_\_\_

**Name & Address of Ceremony Venue:**

Name of Minster/Registrar etc: \_\_\_\_\_

Duration of Service: \_\_\_\_\_

**Reception Venue & Address:**

Reception Telephone: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Time Booked for Meal: \_\_\_\_\_

Expected Number of Guests: \_\_\_\_\_

Coverage Required: \_\_\_\_\_

Package Cost            £

Booking Fee            £150.00

Balance payable

Two weeks before

wedding date            £

NOTES

**DON'T FORGET TO SIGN & DATE  
OVER THE PAGE**

Please contact us within six weeks of your wedding date, to arrange when we can meet to discuss final arrangements.

Should your address or telephone number change, don't forget to let us know.

#### STUDIO USE ONLY

Diary	<input type="checkbox"/>	_____
Planner	<input type="checkbox"/>	_____
Folder	<input type="checkbox"/>	_____
Invoice	<input type="checkbox"/>	_____
EPS	<input type="checkbox"/>	Date _____
PWC	<input type="checkbox"/>	Date _____
Previews (Out)	<input type="checkbox"/>	Date _____
Previews (In)	<input type="checkbox"/>	Date _____

It is mutually agreed that the following terms of agreement form an integral part of this contract and that no modification of this contract shall be effective unless accepted by Ian Pack, hereinafter known as "the Company" in writing.

**Booking Fee** - A Booking Fee of £150.00 is charged when the Client signs this contract.

**Payments** - Full payment is due two weeks before your wedding date.

**Photographs** - All photograph sizes are nominal. The Company will provide a pleasing colour balance based on the flesh tones of the subjects but cannot guarantee exact colour matching. Owing to anomalous reflectance caused by combinations of some dyes and materials, especially man-made fibres, it is sometimes impossible to record on film the exact colour of garment as seen by the human eye.

**Re-Orders** - All re-orders shall be treated as an extension of this contract. No responsibility for errors will be accepted unless orders are supplied on our order forms.

**Copyright** - In accordance with the Copyright, Designs & Patents Act 1988, the Company retain copyright on all photographs taken. All positive and negative film originals remain the property of the Company.

The Preview Album remains the property of the Company.

The Client hereby agrees that any photographs taken by the Company may be submitted to any photographic exhibition or competition, or to any newspaper, magazine or other periodical with a view to publication, displayed in a portfolio or work, or otherwise used by the Company for promotional purposes.

**Licence** - The Photographer acting on behalf of the Company shall be granted artistic licence in relation to the poses photographed and locations used. The photographer's judgements regarding poses, locations and number of photographs taken shall be deemed correct. No guarantee is given or implied that any picture specifically requested, either verbally or in writing will be included in any preview album supplied.

**Prices** - All services and/or goods are supplied at the prices ruling at the time of supply and include VAT at the then current rate(s). Where work is not collected from the studio delivery will be charged extra. In the event that the Client has not notified the Photographer of the coverage required two weeks before the wedding date, it will be assumed that you require a luxury album with up to thirty-five prints therein and will be charged accordingly. Preview albums or pictures not collected within five weeks of the wedding date or returned within the agreed time, may not benefit from any promotional offers and may be subject to any rise in the cost of materials and or labour.

**Specification** - The Company reserve the right to alter or amend product specification without prior notification to the Client.

**Sole Rights** - The Photographer shall be the sole professional photographer at the venues specified. The Client will assist the Photographer in ensuring that no photographs are taken of poses arranged by the Photographer and that guest's photographs are taken at a specified interval, which is convenient to the Photographer and the Client.

**Force Majeure** - The due performance of this contract is subject to alteration. In the event that your assigned photographer is unavailable for whatever reason, the Company will endeavour to assign a photographer of equal or greater ability.

**Cancellation** - In the event of cancellation of the Wedding, or this contract on or within sixteen weeks of the wedding date the client shall pay to the Company a cancellation fee of £500.00. Notification of cancellation must be made in writing only.

In the event of cancellation or failure of this contract by the Company, howsoever caused, the Company's liability will be limited to a refund of all monies paid up until the date of cancellation or failure.

In the case of complaint or dispute, the Client shall inform the Company in the first instance in writing and not any other party within three days of receipt of the goods. Failure to do will be considered to be a breach of contract.

#### **DECLARATION**

I/we have read the above terms and conditions and wish to book the professional photographic services of Ian Pack Photography and realise that this contract becomes effective immediately. A Booking Fee of £150.00 is enclosed.

Receipt of a Booking Fee by the Company confirms operation of this contract and the terms contained therein.

I/we understand that full payment is due two weeks before the wedding date.

Signed:

Date:

Name(s) please print: