



WEDDING PHOTOGRAPHY CONTRACT

Terms of Contract

It is understood this studio is the exclusive photographer, and others taking photographs will be permitted at our discretion. No part of any order will be delivered until the balance is paid in full. The prices listed in this contract are valid only if the proofs are returned and orders placed within 120 days of the date of the wedding. Albums and orders placed after 120 days will revert to prices in effect at that time according to our regular wedding photography price list. In the event of wedding cancellation, the deposits due and paid will not be refundable, however they can be transferred to another date if that date is open and available. It is understood that all deposits are due at the times specified and the studio is under no obligation to complete its commitment if all payments are not paid as required. The studio reserves the right to use negatives and/or reproductions for display or other purposes. Negatives and previews will remain the exclusive property of this studio and will be kept on file permanently here at the studio for any reorder needs. The studio takes utmost care with respect to the exposure, development, and delivery of photographs, however in the event the studio fails to comply with the terms of this contract, the studio's liability is limited to refunds of deposits. If the album is not picked up within 30 days after it is complete, a 1.5% per month service charge will be applied to the account.

Deposits Due:

* A \$100 booking fee is due at the time the wedding is booked.

The time cannot be reserved until the payment is received and this contract is returned filled out and signed.

* A 50% payment of the total of all the albums you order is due 7 days before the wedding date.

* The balance in full of all the albums is due at time they are picked up for Basic albums and at time of proof pick-up for Deluxe albums.

Bride			SS #
Groom			SS #
Street			
City	State	Zip	E-mail
Phone (HM)		Phone (WK)	
Future Address			
Date of Wedding			Time
Ceremony at			
Reception at			

Services to Include:

Minimum Album Contracted. _____	Includes _____ hours	@ \$ _____
Mothers Album _____	@ \$ _____
_____		@ \$ _____
_____		@ \$ _____
Excess Time _____ hours		@ \$ _____
Sub-Total		\$ _____
VA Sales Tax		\$ _____
Excess Mileage to _____		@ \$ _____
Total of Contract		\$ _____
Less Booking Fee		- \$ _____
Payments on Account (applied from below)		- \$ _____
1/2 deposit required before Wedding		- \$ _____
Balance due on receipt of Album		\$ _____

Record of Payments

Amount Paid \$ _____	Date ___/___/___	Method of Payment _____
Amount Paid \$ _____	Date ___/___/___	Method of Payment _____
Amount Paid \$ _____	Date ___/___/___	Method of Payment _____
Amount Paid \$ _____	Date ___/___/___	Method of Payment _____
Amount Paid \$ _____	Date ___/___/___	Method of Payment _____
Amount Paid \$ _____	Date ___/___/___	Method of Payment _____
Amount Paid \$ _____	Date ___/___/___	Method of Payment _____
Amount Paid \$ _____	Date ___/___/___	Method of Payment _____
Amount Paid \$ _____	Date ___/___/___	Method of Payment _____

\$ _____ TOTAL OF PAYMENTS TO APPLY ABOVE

THE TERMS OF THIS CONTRACT ARE ACCEPTED BY:

CLIENT _____ DATE ___/___/___

STUDIO _____ DATE ___/___/___

The Portrait Place Wedding Checklist

Thank you for allowing **The Portrait Place** to serve your Wedding needs. Please use this schedule guide to help you plan for time and payment requirements for all your Portrait and Wedding Photography.

- **ENGAGEMENT PORTRAITS** – Your Engagement Portrait should be taken enough ahead of time for your announcement to appear in the paper 3 to 6 months before the Wedding. There is a \$20 Sitting fee. Proofs take about 2 weeks to come back and we allow proofs to go out of the studio for up to 10 days. B&W's for the paper take about a week to complete and your Portrait Order takes about 3 weeks. 50% of the total is due when you place your order and the balance is due when the order is picked up.

- **Invitations** – Invitation orders should be placed at least 3 months before wedding. Invitations only take about 2 weeks to come in, however remember you have a lot of addressing and stuffing envelopes to do. Invitations are usually mailed out 4-6 weeks before the wedding. Invitation payment is due in full when you pick up your order.

- **Bridal Portraits** – We prefer to take your Bridal Portrait 6-8 weeks before the Wedding, however we understand that certain circumstances will be beyond your control so we will work with you on scheduling as best as we can. Your Bridal Sitting Fee is due on the day you have your portrait taken. Proofs take about 2 weeks to come in. You may take them out of the studio for 10 days. A 50% deposit is due at the time your order is placed. Orders normally take about 3 to 4 weeks to be ready and the balance is due at that time. Keep in mind that during peak times of the year that Lab times may vary, so plan accordingly.

- **Wedding Photography** – We take pride in the variety of Wedding Packages that we offer. With all Wedding Bookings, you will need to make your album choice at least 2 weeks prior to your Wedding. If your choice is one of the Basic Albums, 50% of that album total is due in our studio, at that time, with the remaining balance due at the time you pick up your Album which is about 3 weeks. If your choice is one of the Deluxe Albums, 50% of the total is required at least 2 weeks before the Wedding and the remainder of your balance is due when your proofs are picked up. Proofs take about 2 weeks to come in. Proofs are due back to our studio within 90 days to guarantee current pricing. The final album takes about 6 to 8 weeks to complete. Note: any Mother's Album's ordered will carry the same payment requirements as the Wedding Album.