

A bride with blonde hair styled in an updo, wearing a silver tiara and a strapless, heavily beaded silver wedding gown. She is leaning her chin on her hand and resting her arm on a black wrought-iron railing. The background is a blurred stone building.

*is* PHOTOGRAPHY

Wedding  
Booking  
Form

PERSONAL DETAILS

Name of Bride .....

Name of Groom: .....

Address: .....

Post Code: ..... Tel Home: .....

Contact Email:..... Mobile:.....

WEDDING DETAILS

Wedding date: ..... Time of Ceremony: .....

Bridal Preparation address & Tel no:.....

Time Required .....

Ceremony address & Tel No: .....

Time Required .....

Bridal Photography Location – if not at Venue: .....

Time Required .....

2016 – 2017 Wedding Package Prices

All packages include photographer hire and cover for:

- Guests arriving
- Ceremony,
- Official family Photographs
- Bridal / Couple Photographs
- Details on the Day

*Insert total Package price in here*

**£**

- Digital Package – High Resolution Images supplied on a USB with Printed Proofs

£495

- GO Album – Photographic Paper with 30 Images & customised box

£650

- Young Album– Photographic Paper with 50 Images & customised box

£850

- Italian Storybook – Photographic Paper with 50 Images & presentation briefcase

£850

All Inclusive Day - Photographic Paper with 80 Images & presentation case / briefcase

Bridal Album, 2 x Parents Albums, Full Day Bridal Prep to First Dance, proofs & USB

£1200

OPTIONS

Bridal Preparation Cover	£100	<input type="checkbox"/>	Speech's to Dancing Cover	£100	<input type="checkbox"/>
Upgrade to 25*35 Album	£200	<input type="checkbox"/>	Upgrade to 35 x 45 Album	£200	<input type="checkbox"/>
Metal Front Cover	£50	<input type="checkbox"/>	Crystal Glance Cover	£50	<input type="checkbox"/>
Engraved Cover	£50	<input type="checkbox"/>	Enoblement on Cover	£50	<input type="checkbox"/>
Mettalic Gloss Pages	£50	<input type="checkbox"/>	Metallic Satin Pages	£50	<input type="checkbox"/>
Leather Spine Upgrade	£50	<input type="checkbox"/>	Additional Images	£5 ea.	<input type="checkbox"/>
Parents Albums 15cm x 20cm	£150	<input type="checkbox"/>	Parents Albums 20 x 30	£250	<input type="checkbox"/>
Customised Parents Albums	£250	<input type="checkbox"/>	* Number of Parents Albums Ordered		<input type="checkbox"/>

CUSTOMISED PACKAGES

PLEASE PROVIDE DETAILS INCLUDING AGREED COST OF YOUR CUSTOMISED PACKAGE

CIA PHOTOGRAPHY AUTHORISATION SIGNATURE TO CONFIRM PACKAGE \_\_\_\_\_

**Notes and Requests**

## TERMS AND CONDITIONS - CIA PHOTOGRAPHY

### **BOOKING FEE**

A booking fee of £100.00 is required to secure the date. Dates are reserved only when the booking fee is paid. This sum will apply towards the contract fee.

### **TERMS**

It is mutually agreed that the following terms and conditions form an integral part of this contract/invoice and that no variation or modification of this contract shall be effective unless accepted by CIA Photography (also called "the Photographer") in writing.

### **PAYMENTS**

The balance of the payment for the services contracted for must be paid for 10 days before the wedding date. Payment for additional photographs and albums is made when these are ordered. Any bank charges incurred due to returned cheques will be debited to the Client.

No wedding shall be undertaken unless the balance is paid in full before the event.

### **CANCELLATION**

In the event of the Client cancelling a booking for wedding photography CIA Photography reserves the right to charge a cancellation fee in accordance with the following scale:

£100, (the booking fee), if cancelled more than 12 months prior to the wedding date.

25% of the agreed fee if cancelled between six and twelve months prior to the wedding date.

50% of the agreed fee if cancelled less than 6 months prior to the wedding date.

100% of the agreed fee if cancelled within 7 days of the wedding date.

Should the cancelled wedding turn out to be a postponement, then subject to availability on a new date, monies other than the booking fee may be applied to the new wedding.

In the event of CIA Photography having to cancel photographing the wedding, due to illness, accident or act of God, any fees paid, including the deposit, will be returned to the Client. In this instance CIA Photography will also do their utmost to provide an alternative photographer from a list of professional contacts.

### **WEATHER AND/OR DELAYS**

Weather permitting, the photographs will be taken as agreed. In the event of inclement weather the photographer, in co-operation with the Client, will make the necessary changes to the schedule and will do her best to produce coverage of the wedding within the time allocated to her. Similarly, when delays occur due to circumstances outside her control, the photographer will stay on beyond the agreed time but may charge a small additional fee for extra time involved.

### **REQUESTED PHOTOGRAPHS**

CIA Photography will honour requests for specific photographs subject to the following: weather and time permitting; availability and the co-operation of the person(s) concerned.

### **COVERAGE**

CIA Photography cannot be held responsible for the lack of coverage caused by the bride, bridegroom or other members of the wedding party not being ready on time, nor by restrictions placed on the photographer by officials of the church, register office or licenced marriage venues. CIA Photography does not guarantee any specific picture nor to include any specific background, location, props, or arrangement, although every effort will be made to interpret the Client's wishes. CIA Photography is limited by the guidelines of the ceremony official or reception site management. The Client agrees to accept the technical results of their imposition on the photographer. Negotiation with the officials for moderation of guidelines is the Client's responsibility.

CIA Photography shall make decisions on the lighting, location and content of the photographs taken on the day. These will be deemed correct.

The client may discuss lighting, location and content mutually before the event.

CIA Photography recommends a minimum of three hours after your ceremony excluding transport time for your main bridal party / couple shots to take place. Should you decide to take less time than we advise CIA Photography cannot guarantee full complete coverage of your event.

Only the bridal party should attend the main photo shoot. This will enable us to take all combinations and keep the shoot controlled and well organised

CIA Photography will offer technical recommendations only.

### **COLOUR MATCHING and SIZES**

Owing to photo chromatic anomalies caused by a combination of certain dyes and materials, especially in man-made fibres, it is sometimes impossible to record on camera the exact colour of materials as perceived by the human eye. When processing images, CIA Photography will endeavour to achieve a pleasing overall colour balance based on natural flesh tones. It is understood that some colours may not remain consistent throughout a set of photographs owing to variations in lighting conditions. It is also understood that all photographic printing is undertaken within the technical limitations of the process and that colour may not be identical over the whole range within a subject. The colour balance of prints made at different times or in varying sizes may also be variable. Due to the limitations of computer monitors it is understood that images may appear differently according to the specification of each monitor and that prints will not match images rendered on any particular computer monitor.

### **COPYRIGHT**

The copyright in all photographs created by CIA Photography shall remain our property in accordance with the Copyright, Design and Patents Act 1988. The Client(s) shall have no right to reproduce, nor to authorise the reproduction of, by any means whatsoever, any photographs created by CIA Photography without their permission. This includes photocopying, scanning into computer, photographing with a film or electronic camera, including a video camera, and producing either a hard copy on paper, film, or similar medium, and also recording an electronic image on a computer hard disc, or any tape, disk or other recording medium. Nor is it permitted to transmit or allow to be transmitted such images by cable, radio waves or the internet. The Client(s) hereby acknowledges that infringement of CIA Photography's copyright is unlawful and may be a criminal offence.

CIA Photography grants the wedding party a limited license to print photographs for friends and family only

CIA Photography accepts no responsibility for the quality and colour reproduced from third party printers of images taken from Copyright free images supplied, due to variations in paper and third party printing processes and profiles.

### **NEGATIVES / DIGITAL RAW FILES**

All negatives and electronic images created by CIA Photography shall remain the property of CIA Photography who will undertake to store all such negatives safely and make them available for future reproduction. Photographic prints will become and remain the property of the Client(s). However the Client(s) specifically acknowledge that ownership of prints does not imply ownership of the copyright in the images on them, or any right to reproduce, or authorise the reproduction of, such images.

**IMAGES WILL BE STORED FOR 5 YEARS ONLY**

### **DELIVERY TIMES**

Graphistudio album layouts and similar digital album layouts incur a £100 minimum fee to alter once published.

Proof turnaround time is approx. three weeks after event date, to maximum of five weeks.

Album layout is approx. three weeks after submission of selection, to maximum of six weeks.

Album printing and supply from Italy is approx. six to ten weeks after layout is approved.

Where an order for an album is placed longer than thirty working days after the event no turnaround times can be guaranteed.

**ALBUMS**

CIA Photography will supply the album and number of pages that has been ordered subject to any variations that the Client may make. Any variations over and above that originally ordered by the Client will be charged at the rate current at the time of commission, and will be included in the final account.

**MODEL RELEASE**

The Client hereby grants to CIA Photography and its legal representatives and assigns, the irrevocable and unrestricted right to use and publish photographs of the Client or in which the Client may be included, for editorial, trade, advertising and any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same.

The Client hereby releases CIA Photography and its legal representatives and assigns from all claims and liability relating to said photographs.

**DECLARATION**

By signing this document we are entering into a legally binding contract. We thereby confirm the above booking for Wedding Photography and have read and understood the Terms & Conditions of business printed above.

Print Names: .....

Signature—bride .....

groom: .....

Date: .....

**PAYMENT**

The remainder of the balance outstanding for the chosen package is due for payment 10 days before the wedding date shown above.

Payment can be made by BACS, Credit/Debit cards or cash in person only.

PLEASE COMPLETE AND POST THIS FORM BACK TO

CIA PHOTOGRAPHY, 23 DILLICHIP CLOSE, ALEXANDRIA, G83 9JP