



Client information

Date _____ Time: _____

First and last name (required) _____

Email (valid email required) _____

Phone (required) _____

Address (required) _____

Suburb

City

Spouse/Partner name _____

NEWBORNS name and DOB _____

Time of Birth: am/pm Birth weight: length: early/overdue:

Childs name and DOB _____

Childs name and DOB _____

Childs name and DOB _____

Location of photo shoot:: _____

Type of session: maternity / newborn / baby / children / family / engagement / cake smash

Photography fee agreed on: \$ Total paid:

Details of items included for agreed fee: (delete those which don't apply)

photo shoot / 25 high resolution digital files / matching 6x4 inch professional prints / matching set of resized, watermarked photos for facebook / 30 day private online gallery / slideshow set to music / video snippets

PLEASE TURN OVER AND COMPLETE THE SECOND PAGE ALSO

General Terms & Conditions

1. ENTIRE AGREEMENT: This agreement contains the entire understanding between Photography by Jane and THE CLIENT.

2. RESERVATION & CANCELLATION: Upon your signature, "Photography by Jane" will reserve the time and date agreed upon, and will not make other reservations for that time and date. In the event that THE CLIENT cancels the contracted services for portrait photography outlined in this contract prior to the date of the photo shoot, any payment will be retained by Photography by Jane. THE CLIENT may transfer the paid amount to another date or put towards another photography package if they wish.

3. "Photography by Jane" applies professional standards with respect to equipment, exposure, transmission, processing and printing of photographs; including using professional grade equipment and professional grade backup equipment. However, in the unlikely event of THE CLIENT'S photographs being lost, stolen or destroyed for reasons within or beyond Photography by Jane's control, the latter's liability is limited to the return of all payments received for the portrait package. The limit of liability shall not exceed the contract price stated.

4. DIGITAL NEGATIVES, PRINTS and COPYRIGHTS: The photographs, digital negatives or prints produced by Photography by Jane are protected by Copyright and may not be reproduced in any manner without Photography by Jane's explicit written permission. Upon final payment by THE CLIENT, limited copyright ownership of the resulting images will be transferred to THE CLIENT with the following condition:

- The digital negatives are the property of THE CLIENT for personal use and for the purposes of the reproduction and distribution of photographs to friends and relatives.

5. MODEL RELEASE: It is agreed by the CLIENT that Photography by Jane is given the irrevocable and unrestricted right to display and use the photographs taken for portfolio use, website galleries (including Facebook and blogging) and self promotion & advertising. Should Photography by Jane wish to use the photos for any other purpose other than stated above, written permission must be obtained from the CLIENT prior to use.

6. COMPLETION SCHEDULE & FINAL DELIVERY: The editing process takes approximately 2 weeks. after which time a link to an online gallery will be emailed to you so that you can select your images and order any additional products. The online gallery will remain active for 30 days. Final delivery dates will depend on what is included in your order, but this will be advised at the time of ordering.

7. All ORDERED images are kept for a period of ONE year. All UNORDERED images are purged TWO MONTHS from the date of your gallery going online. You are required to order any additional products during the 30 day time period that your gallery is online.

8. Photography by Jane does not permit clients taking their own photos during sessions. This includes phone cameras, polaroids or any other type of photos. Video is also prohibited.

9. The safety of yourself and your child(ren) is your responsibility. Photography by Jane takes every possible precaution not to expose your child(ren) to danger, but it is up to you to ensure they are safe at all times. Do not leave them unattended.

10. Photography by Jane undertakes basic editing of all photos which includes colour and density correction, cropping and editing out any incidental non-permanent bruises, scratches, pimples, spots or dirt. Any editing which includes making fundamental changes – slimming, smoothing, removing objects, double chin reduction or scar removal are considered on an individual basis and are done at an extra cost.

11. PAYMENTS: THE CLIENT agrees that payment in full for the services detailed is required at the time of booking. Payment may be made in cash or deposited into the following bank account: Photography by Jane – 02 0673 0080260 097 – reference: your surname.

We also accept payment by Visa, Mastercard & American Express using Paypal, a secure online payment facility. Please visit the website to pay by credit card online : www.photographybyjane.co.nz – then click through to online payments in the menu.

The terms of this agreement are accepted by :

Signed _____ Client

Signed _____ Jane Nelson – Photography by Jane

Date _____

Please return this contract either by email to jane@photographybyjane.co.nz or by post to

**Jane Nelson
74 Owen Street
Belmont Domain
Lower Hutt 5010**

If you would like to retain a copy of this form, please let us know.

Please advise how you heard about Photography by Jane

Google Search – please tell us what you searched for

Facebook

Friend – please tell us who

Other

Would you like to join the mailing list for a monthly email newsletter? You also go in the monthly draw to win a \$200 voucher. (Please circle) Y N

If you have any other questions or comments or anything else you'd like me to know, please use this space