



**Quatrain *f*otographic, LLC** offers Classic Headshot photography sessions for individuals, conducted for up to 60-minutes on location or in the studio where we produce as many images from as many poses and wardrobe changes as you like. Sessions are designed to be casual, fun, collaborative experiences aimed at capturing uniqueness, character and professionalism.

## Session Scheduling

Photography session inquiries can be made at <https://www.quatrainfotographic.com/query.php>. Sessions are usually scheduled in late afternoon and/or early evening since it's the best light quality for portraiture. An early morning time is viable as well however. Weather is always a factor, so if there is a need to, then we'll reschedule within a week of the original day. If a studio-only session is ordered instead, then scheduling time is far more flexible. The studio experience generates additional cost because of extra production time and resources required. See the Client Query Worksheet on page 2 for details.

Choosing an appropriate studio background and image stylization is based on the context of where these images are to be published, and it's an important aspect of the photography that I ask each client to determine. Background choices range from high-key [white] to low-key [black], and from muslin to smooth neutral, or color gradients to texturized gradients. I'm pleased to offer suggestions.

***Bookings are available year-round.***

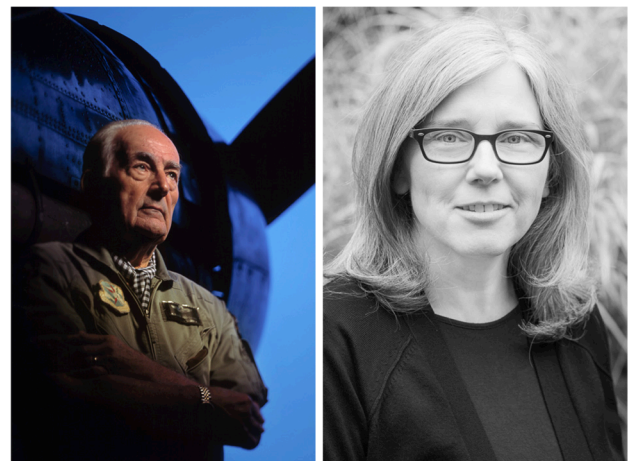
**Session Fees** | 60-minute photo session produced on-location

- Weekdays — \$275
- Weekends — \$450
- Additional photo-session time is prorated in 15-minute increments at \$45 per hour, any day.
- If in-studio only, then \$100 is added to the base cost for extra production & resources required.
- If in-studio AND on-location is ordered, then \$225 is added to the base cost for the extra production & production time required. The total photo session, including travel time between the studio and the location, is limited to 120-minutes [2-hours] and prorated time starts thereafter.

## Session Fee Includes

- A private, web-based gallery providing access to low-resolution downloads, social media sharing, and print options that include greeting cards with envelopes, flat invitations cards, and postcards with personalized messages.
- One image, selected for publication is custom retouched and stylized as full-color or black-and-white, that promises to meet your expectations and approval prior to release.
- Direct transmission of the final, retouched image to the publisher by their deadline.
- Image editing assistance is offered when viewing your private gallery to make the best selection possible.

**Prints are NOT included in the Session Fee.** Print orders can be made directly from proofs and from custom retouched images posted in your private gallery. A sample of the on-demand print interface by *Fotomoto* is at <https://www.quatrainfotographic.com/fotomoto.php>. Print quantities vary significantly between clients, and they can be easily determined by calculating with the per-print prices posted.



Location Headshots



**Private galleries remain posted for one-year** from the scheduled portrait session date, so images are easily accessible if clients identify the need to order more prints later.

## Large & Small Workgroups

Please note that I have worked with large & small organizations that called for their entire workgroup to be photographed. In cases such as this, the rates are adjusted per individual since the level of production and time commitment per person is packaged. Rate adjustments are based on the quantity of people called to be photographed, as the quality time per person hovers in the 20-minute range. If the workgroup is requested to be photographed together I am pleased to include that as part of the package.

## CLIENT QUERY WORKSHEET

*Bookings are available year-round.*

Classic Headshot, 60-Minute Photography Session Options:

**On-Location Session** ☐ Weekday [\$275] ☐ Weekend [\$450]

**Weekday Studio Session** ☐ [+ \$100] **Weekend Studio Session** ☐ [+ \$125]

**120-Minute, On-Location and Studio Sessions** ☐ [+ \$225]

## Best Dates:

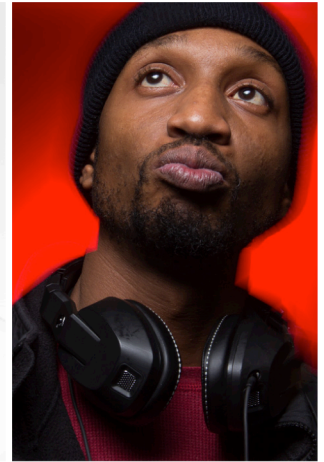
## Pre-Production Terms & Conditions

After our initial meeting an eMail confirmation is sent to you with an official work agreement, stating the mutually agreed day and time to conduct your photography session.

- The work agreement outlines services ordered and the Session Fee. ***The work agreement must be signed and returned with a 50% deposit to lock a requested date. The balance of the Session Fee is due one-week prior to your photography session day.*** Use this worksheet to calculate your Session Fee and become familiar with the work agreement pre-production terms and conditions noted below.
- Client is responsible for arriving at the photography session location and/or studio on time with hair and make-up, wardrobe and props, or other supporting visual materials ready to go. Time delays created because of related erroneous incidents that extend the original 60-minute session are prorated accordingly.
- Additional photo-session time is prorated in 15-minute increments at \$45 per hour, on any day.
- **Print costs are separate**, and NOT included in any of the costs noted above.
- If Client cancellation of this work agreement is three [3] or more calendar days before the session date & call time, then deposit paid to Quatrain *f/otographic*, LLC shall be refunded in full.
- **Client cancellation** within 24-hours of the session date and call time means that Quatrain *f/otographic*, LLC is prevented from booking any new assignment because of the commitment made to our work agreement. The Client's 50% deposit is therefore retained. Any other incurred pre-production costs, such as canceling studio reservation time, procurement of location permits, or other related costs are invoiced as well.
- **Client postponement** within 24-hours of the session date & call time by Client incurs a 45-dollar [\$45.00] charge, per postponement event [weather events not included].
- If Quatrain *f/otographic*, LLC cannot perform the work agreement due to cause beyond their control, then all deposited funds are refunded to Client, and no further liability with respect to their work agreement exists. This limitation on liability also applies in the event that photographic materials are damaged by process, lost through camera malfunction, lost in shipping, or otherwise lost or damaged without fault on the part of Quatrain *f/otographic*, LLC. In the event Quatrain *f/otographic*, LLC fails to perform for any other reason, they shall not be liable for any amount in excess of the retail value of the Client's order.



- Quatrain *fotographic*, LLC owns copyright of all images created and reserves the right to control access to these digital assets. Quatrain *fotographic*, LLC reserves the right to use Client images for portfolio, website, promotional material, contest entry, art exhibition, or for display in the studio for prospective client review. Client reserves the right to selectively object to any of these uses in writing. If Quatrain *fotographic*, LLC seeks other uses, then Quatrain *fotographic*, LLC promises to obtain the written permission of Client.
- Client is purchasing prints for personal use only, and cannot re-sell prints or digital assets, or authorize any reproductions thereof to parties other than Quatrain *fotographic*, LLC. If editorial or commercial usage is required, then Quatrain *fotographic* must be contacted to authorize licensing, terms of use, and invoicing.
- Client is hereby notified that photographs can fade or discolor over time due to inherent material qualities, and Client releases Quatrain *fotographic*, LLC from any liability for any claims whatsoever based upon fading or discoloration due to such inherent qualities. Deterioration of photographs is based on environment & lighting conditions, which are obviously out of the control of Quatrain *fotographic*, LLC.
- Client is hereby notified that the service bureau, *Fotomoto*, that generates print orders is completely separate from Quatrain *fotographic*, LLC and that the terms, conditions, and costs incurred by means of ordering are totally isolated from their respective work agreement.
- *Prints costs are extra & not included in a Session Fee.* Although the prints purchased by Client are the property of Client, the copyright of those images is held by Quatrain *fotographic*, LLC as articulated above. All major credit cards are accepted by Fotomoto.
- Access to Client images at <https://www.quatrainfotographic.com/clientview.php> is granted upon payment-in-full of session fee, and all other incurred fees.
- Final work agreements incorporate the entire understanding of the parties known in the document to be *Quatrain fotographic, LLC* and *Client*. Any modifications of a work agreement must be in writing and signed by both parties. Work agreements shall be governed by the laws of the State of Michigan, USA.



Studio Headshots