

Fall 2019

The Senior Annual

Quatrain *f*otographic
...because portraiture is poetry

Quatrain fotografic, LLC offers Senior Annual photography sessions for individuals, conducted for up to 90-minutes, exclusively on location, 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 that are aimed at capturing uniqueness, expressive character, and visual narrative.

Session Scheduling

Photography sessions are offered on Tuesday, Friday, Saturday, or Sunday only. Phone [or text], or visit <https://www.quatrainfotographic.com/query.php> to inquire about availability. 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, but that will generate additional cost because extra production time and resources are required. See the Client Worksheet for details.

Choosing a location to be photographed at is not always easy to determine, but it's something that I ask each client to make. Determining a place that is meaningful can positively amplify the experience, offer important personal ambiance, and support your personal narrative, distinctive character and personality traits. I'm pleased to offer location suggestions anytime, and samples can be viewed at <https://www.quatrainfotographic.com/portraiture.php>

Bookings are available from Tuesday 27 August to Tuesday 29 October 2019 only

Session Fees | 90-minute photo session produced on-location only

- Tuesday or Friday — **\$450**
- Saturday or Sunday — **\$675**
- 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 and resources required.
- If in-studio AND on-location is ordered, then \$225 is added to the base cost for the extra production & travel time required. The total photo session, including travel time between the studio and the location, is limited to 180-minutes [3-hours]; prorated time starts thereafter.

Session Fee Includes

- A private 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 in the school annual [yearbook], is custom retouched and stylized as full-color, duotone, or black-and-white, to meet or exceed your expectations & approval prior to release.
- Direct transmission of the final, retouched image to your school by their deadline.
- Image editing assistance is offered when viewing your private gallery to make the best selection possible from your experience.

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 run by *Fotomoto* is at <https://www.quatrainfotographic.com/fotomoto.php> Print quantities and costs vary significantly between clients, and they can be easily determined by calculating with the per-print prices posted. Private galleries remain posted for one-year, so if clients identify a need to order more prints later on, they can easily be ordered as needed.

Twins, or more

Families that call for their twins to be photographed are charged per individual since the level of production, time commitment, and quality of experience per person remains the same. They must of course be photographed together, which I am pleased to do at an appropriate time between their respective photo-sessions at no extra cost, but they are individuals after all.



Senior Annual Sample

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CLIENT WORKSHEET — *Bookings are available from Tuesday 27 August to Tuesday 29 October 2019 only*

Choose your day for The Senior Annual 90-Minute Photography Session conducted on-location:

Tuesday [\$450] Friday [\$450] Saturday [\$675] Sunday [\$675]

Date: _____ Time Frame: AM PM

I prefer to be photographed in-studio only instead [+ \$100]

I prefer to be photographed on-location *and* in-studio [+ \$225]

Work Agreement Terms & Conditions

After our initial meeting an eMail confirmation is sent to you with a completed version of a 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 of the Session Fee 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 terms and conditions.

- 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 90-minute session are billed 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 prior to the session date & call time, the deposit paid to Quatrain *fotographic*, LLC shall be refunded in full. If Client **cancellation** occurs within 24-hours of the session date & call time, and if Quatrain *fotographic*, LLC cannot obtain a new assignment because of the commitment that this work agreement imposes, then Client must forfeit 50% of the deposit, and the remainder is refunded. **Postponement** within 24-hours of the session date & call time by Client incurs a 45-dollar [\$45.00] charge, per postponement [weather events not included].
- If Quatrain *fotographic*, LLC cannot perform this work agreement due to cause beyond their control, then all deposited funds are refunded to Client, and no further liability with respect to the 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 *fotographic*, LLC. In the event Quatrain *fotographic*, 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 the 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.
- 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 this 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, time delay/extension fee, and postponement fee incurred.
- This work agreement incorporates the entire understanding of the parties known in this document to be *Quatrain fotographic, LLC* and *Client*. Any modifications of this work agreement must be in writing and signed by both parties. This work agreement shall be governed by the laws of the State of Michigan, USA.