

Through the Looking Glass Photography
 115 1/2 East Main Street
 Shelbyville, IL 62565
 Email: photographer@through-the-looking-glass-photography.com
www.TTLGPhotography.com

WEDDING PHOTOGRAPHY AGREEMENT AND RECEIPT

Wedding Date:

Bride		Groom	
Street		Street	
Email Address		Email Address	
City, State, Zip	Phone	City, State, Zip	Phone:

Photographer's Arrival Location	Time
Ceremony Location	Time
Reception Location	Time
PHOTOGRAPHY PACKAGE:	Special Instructions/Notes
\$	Package Price
\$50	Retainer Fee <u>Paid at time of booking</u>
\$	Deposit 25% of package <u>Paid at time of booking</u>
\$	Total
\$	Final Balance due 15 days Prior to Wedding Date

Any wedding rituals being performed: _____

Number of people in wedding party: _____ Number of expected guests: _____

Flower Girl's Name: _____ age: _____

Ring Bearer's Name: _____ age: _____

Will both sets of parents be attending?

Yes
 No

Are there any step family issues the photographer needs to be aware of?

Yes
 Explain: _____
 No

Will you want cards with your online proofing information to place on your reception tables?

Yes
 No

If yes, what is your color scheme or theme for the reception? _____

If my schedule allows it, I will try to make it to your rehearsal to get a feel for the lighting at the ceremony and also to see where I can stand for certain shots.

Time and Date of rehearsal: _____

Through the Looking Glass Photography
115 ½ East Main Street
Shelbyville, IL 62565
Email: photographer@through-the-looking-glass-photography.com
www.TTLGPhotography.com

1. Photographer shall reserve the date and time agreed upon, and all reservation fees and deposits are non-refundable. If it is necessary to change or reschedule the event to a different date or time, and the client provides notice of the change and new date and time sixty days prior to the original date or time, we will apply the deposit to the new date or time. All payments for services must be received on or before the date due of the reservation or services will be cancelled and all deposits retained by Photographer.
2. Although all care will be taken with the negatives and photographs taken, Photographer limits any liability for loss, damage, or failure to deliver pictures for any reason to return all deposits made. Photographer cannot be responsible for photographs that are not made due to late starts, missing bridal party or family members, extended ceremonies and/or receiving lines or other circumstances over which Photographer has no control.
3. Client shall reserve the ceremony location or facility for sufficient time and for the exclusive purpose of completing the formal photography session. Client shall also reserve time for any pre-ceremony and/or post ceremony coverage required.
4. It is understood that Photographer is the exclusive official photographer to perform photographic services and the taking and/or selling of photographs by other professionals is prohibited. Although the taking of pictures by others (non-professionals) is not expressly restricted, buyer understands that flash photography by others during the formal session can result in delays and degraded picture quality. Please note that Photographer cannot guarantee the result, quality or number of exposures taken if flash photography is done by others during the formal session.
5. Notice of copyright: it is illegal to copy or reproduce these images elsewhere without the photographer's written permission, and violates of this federal law will be subject to its civil and criminal penalties, with fines up to \$100,000.00.
6. If we will be covering your reception plan for one photographer (who is a very picky eater, so maybe count her as half a meal, just a joke.) and one assistant. We do not take photographs during mealtime.
7. No part of any order will be delivered until the balance is paid in full. In the event that an account must be given to collections, you are responsible for all legal charges, collections charges or any other charges incurred due to failure to pay.
8. Online proofing galleries are viewable for 2 months. Additional months can be purchased for \$20.00 and a \$2.00 increase on print prices.

BUYER/CLIENT

DATE

PHOTOGRAPHER

DATE

Mail to:
Adriane Cale
c/o Through the Looking Glass Photography
115 ½ East Main Street
Shelbyville, IL 62565