

Kindly complete the following particulars and return in the envelope provided.
This information enables Roy to plan the arrangements without fuss and delay.

Name and Address of Bride

Postcode.....
 Telephone Number Home
 Mobile
 Name and Address of Bridegroom

Postcode.....
 Telephone Number Home
 Mobile
 Date of Wedding
 Time
 Name and Address of Church/Venue

 No. of Guests (At Church/Venue)
 Place of Reception
 Address

 No. of Bridesmaids
 No. of Pageboys
 Best Man's Name
 By whom given away
 All correspondence after wedding to

Please indicate below the coverage required.

DVD 1 ()	DVD 2 ()	DVD 3 ()	DVD 4 ()
Home Attendance ()	Wedding Book ()	Wedding Book Deluxe ()	Story Book ()
Wedding Book Ultimate ()			

I enclose a deposit of £395.00 or I enclose the full Fee of £.....(minus 5% discount)

When you have filled in the details above, Please read the schedule and terms of agreement overleaf and sign at the bottom, where indicated. We will write to confirm your booking. Should you not receive a letter of confirmation within 10 days, please be sure to let us know.

Please make cheques payable to Roy Gooding.

e: roy@roygoodingphotography.co.uk

w: www.roygoodingphotography.co.uk

22 Park Glen, Park Gate, Southampton, Hampshire, SO31 6BZ

It is agreed that the following terms of agreement form an integral part of this contract and that no variation or modification of this contract shall be effective unless accepted by The Photographers in writing.

1. A deposit of £395.00 is required at the time of booking to secure the time and date of the wedding, which is deducted from the total cost of the wedding package.
2. A pre-wedding consultation approximately 7 - 14 days prior to the wedding date will normally be arranged to discuss the exact requirements of the client and the itinerary for the day. The remaining balance is due at this time.
3. We agree that payment of the deposit confirms the booking with The Photographers as per the details shown on the front of this form. We authorise The Photographers to arrange the photography of our Wedding in accordance with these details. We are satisfied that the details are correct.
4. We agree to advise The Photographers immediately, in writing, of any alterations in the details listed here including postponement or cancellation of the Wedding.
5. In the event of cancellation within 9 months of the date of the Wedding we agree that an amount equal to the deposit will be forfeited. The said sum shall be withheld as compensation for the loss The Photographers will suffer.
In the event of postponement of the Wedding we agree that The Photographers will retain the deposit and that this amount will be deemed applicable to the new Wedding date. Should The Photographers be unable to photograph the Wedding the postponement will be treated as a cancellation and the deposit will be forfeited.
6. We retain The Photographers as the sole photographer to perform professional photographic services as detailed. To avoid disruption to your photographic coverage and to allow The Photographers to fulfil their contracted duty, photography by family and friends at specified locations following the service and prior to the reception will be at the discretion of The Photographers..
7. We assign the copyright in all photographs to The Photographers and hereby give permission to them to use any images of our Wedding for Advertising, publicity, general promotion, competitions, exhibitions and any other purposes thought proper by The Photographers.
8. The Photographers shall be granted artistic licence in relation to poses photographed and the location used. The Photographers' judgement regarding the locations, poses and number of photographs taken shall be deemed correct.
9. The booking of and any additional costs incurred for booking venues, photography locations etc. are our responsibility and may be deducted from the photographic coverage unless paid for separately. If the photographer(s) are required to remain for the meal (in order to provide an all day coverage of the days events), a meal should be provided by the Bride and Groom.
10. It is understood that all image sizes are nominal and that the images will provide a pleasing colour balance based on the flesh tones of the subjects but cannot guarantee exact colour matching. Owing to anomalous reflectance caused by a combination of certain dyes and materials, especially man made fibres, it is sometimes impossible to record the exact colour of a garment as seen by the human eye.
11. Images are kept on active file for a period of five years for the purpose of customer re-orders, but the images remain the property of The Photographers. We recognise that materials and technology change constantly so we need to place our required re-order as soon as possible to obtain the optimum quality. We also accept that charges for our orders will be at the current prices applying at the time the re-order is placed.
12. All orders and re-orders shall be treated as an extension of this contract. No responsibility for error will be accepted by The Photographers unless orders are given in writing.
13. In the unlikely event that the nominated photographer should not be available for any reason, The Photographers will provide another photographer and notify us of the change.
14. We also understand that:
 - (a) A 10% discount will apply to all additional orders placed and paid for within six weeks of the initial receipt of the preview album(s) by the customer.
 - (b) All orders must be accompanied by full payment unless prior arrangement with The Photographers has been made.
 - (c) The goods supplied by The Photographers shall remain the property of The Photographers until full payment has been made.
 - (d) Telephone orders require written confirmation with payment before they can be produced.
 - (e) All packaging and postage which we request will be paid by us.

THE PHOTOGRAPHERS

1. As the photographs made by The Photographers are manufactured with the finest materials currently available The Photographers unconditionally guarantee them. If, in your opinion, any photograph made by The Photographers has lost its original colour, The Photographers will replace the photograph for fifty per cent of the then current selling price. This warranty will be valid for as long as The Photographers have in their possession the digital files in a printable condition. The original photograph must be returned and the reprinting charge paid in advance.
2. The Photographers shall carry out this assignment with due and professional diligence. There are elements beyond The Photographers control including faulty material, equipment failure, malfunction of digital electronic recording devices, industrial disputes, civil disturbances or weather conditions which may inhibit or prevent The Photographers from completing in whole or in part and The Photographers shall not be liable for the complete performance of the assignment and it is agreed that the liability of The Photographers shall be limited to a refund of any money paid under this agreement which shall be in full and final satisfaction of any damage or loss suffered by us.
In the unlikely event of an unresolved complaint The Client may request The Master Photographers Association to act as independent arbitrators.

I have read and understand the schedule and terms of agreement on this contract and realise that this contract becomes effective immediately.
I enclose the deposit of £395.00 or the full fee less 5%.

Signed.....Date.....

Address.....