

Pro Company Photography Policy

This Photography Policy outlines the terms and conditions for booking, delivering, and using Pro Company's photography services. Please read this carefully before booking our services.

1. Booking and Cancellation Policy

a) Booking Confirmation:

- All photography bookings must be made through our online system or by contacting us directly. A booking is confirmed only after you receive a confirmation email from Pro Company.

b) Cancellation Policy:

- Cancellations must be made at least 7 days before the scheduled shoot to qualify for a full refund. If a cancellation is made less than 7 days before the shoot, additional fees may apply, and any deposit paid will be forfeited.

c) Rescheduling Policy:

- Changes to the booking (e.g., location, time) must be made at least 24 hours before the scheduled session. Any changes made within 24 hours may result in additional fees. If the session is rescheduled on short notice, a new date will be based on availability.

2. Location and Travel

a) Location Selection:

- We offer flexible options for location-based shoots. The location can be chosen by Pro Company based on your service package, or clients can provide their preferred location. This will be discussed during the booking process.

b) Travel Fees:

- If the location is outside a certain radius or requires extensive travel, additional fees may apply. This will be communicated upfront during the booking process.

3. Photo Delivery and Editing

a) Delivery Options:

- Photos can be delivered either digitally or printed, depending on your preference. Digital delivery is typically done via an online gallery, and prints can be customized based on the client's needs.

b) Delivery Timeline:

- Photos will be delivered in a timely manner after the shoot. Editing and delivery times will vary depending on the complexity of the project and any additional editing requests.

c) Invoice Breakdown:

- Invoices will clearly distinguish between photography services and editing services, allowing clients to understand the costs associated with each aspect.

4. Usage and Photo Rights

a) Client Rights:

- Clients retain full rights to their images. Pro Company will hold onto the images for two weeks after final delivery. After this period, the images will no longer be stored by Pro Company unless an arrangement is made.

b) Marketing and Portfolio Usage:

- Pro Company will never use client photos for marketing, portfolio, or social media purposes without explicit permission. Clients will be asked if they are willing to allow us to use their photos for promotional purposes, and we respect their decision.

5. Event and Group Photography

a) No Event Restrictions:

- We do not have restrictions on the type of event we cover or the number of people we photograph. Whether it's small, intimate gatherings or large events, Pro Company offers comprehensive coverage.

b) Additional Fees:

- Extra fees may apply for overtime, extended distances, or larger quantities of footage needed. These will be discussed and agreed upon before the event.

6. Overtime and Extended Services

a) Overtime Charges:

- If the photography session or event exceeds the initially agreed time, overtime charges will apply. Overtime fees are calculated hourly and will be communicated beforehand.

b) Footage and Delivery:

- For events requiring extensive photography footage or additional services, such as extended editing or larger file formats, extra fees may be added. These costs will be included in the initial quotation.

7. Liability and Safety

a) Damage and Equipment Care:

- Clients are expected to provide a safe environment for the photography session. Pro Company is not liable for any damage caused to property during the shoot unless caused by negligence on our part.

b) Health and Safety:

- Our photographers follow health and safety protocols during the session. If any dangerous or unsafe conditions arise, the photographer reserves the right to stop the session.

8. Contact Information

For any questions or further clarifications regarding this policy, please contact us:

- **Email:** info@procompany.ca
- **Phone:** +1 506 479 0010

Print Name: _____

Signature: _____

Date: _____

Pro Company
Representative: _____