



Terms of Engagement Booking Form

Reference No
Coverage
Photographer

Date of Wedding	Time of Service	Duration of Service
Ceremony	Reception.....	
Address Bride is leaving from		
Coverage £	Booking Fee paid £	Balance to pay £

We will provide the photographic coverage, in colour, of the wedding of:

Bride's Name	Groom's Name
Address	Address
.....
.....
Home Phone	Home Phone
Work Phone	Work Phone
Best Man's first name	No of Guests attending service
Bridesmaids and pageboys first names	

All prices are guaranteed for a period of three months after the date of the ceremony and include a good quality card mount. Reprint orders are required to be paid for at the time of ordering.

A Booking Fee of £ has been received. This is non-refundable and is deducted from the cost of the wedding package. The balance is to be paid at least 14 days before the wedding.

The previews are to be uplifted not later than 21 days after the wedding.

Borg-Grech Photography takes the utmost care with respect to the exposure, development and the delivery of photographs. All pictures taken by Borg-Grech photography are copyrighted to us and we may use them in the future. However, in the event the studio cannot comply with the terms of this contract, the studio liability is limited to a refund of all payments.

Where did you learn about Borg-Grech Photography?

**Borg-Grech photography, The Coach House, 1 Hodge Street, Falkirk, FK1 5AA,
Tel: (01324) 635716, e-mail – sales@borg-grechphoto.com
web address – www.borg-grechphoto.com**

Contract and Terms of Business

It is mutually agreed that the following terms of the agreement form an integral part of this contract and that no variation, or modification, of this contract shall be effective unless accepted in writing by Borg-Grech Photography.

1. **Payment** - A deposit of £100 is payable when the client signs this contract. The deposit is deducted (in full) from the total price. The balance of payment must be paid at least 14 days prior to the wedding. Payment received less than 14 days prior to wedding will incur a 10% surcharge. Payment for additional photographs and albums to be made when they are ordered. Cash, cheques or major credit cards are accepted.
2. **Cancellation** - The client may cancel this contract at any time by giving written Notice to Borg-Grech Photography, but in doing so shall forfeit any monies paid. Should cancellation be received less than 6 weeks prior to the date of the wedding the client shall pay the contract value. Should the cancellation be a postponement, the monies paid may be applied to the new wedding.
3. **Copyright** - The copyright in all photographs created by Borg-Grech Photography shall remain the property of Borg-Grech Photography in accordance with the Copyright Act 1988. The Client has no right to reproduce in any manner any photographs created by Borg-Grech Photography. The client hereby acknowledges that infringement of the copyright is unlawful and may be a criminal offence.
4. **Display** - Borg-Grech Photography reserve the right to use any photograph for display, exhibition or competition.
5. **Licence** - The photographer shall be granted artistic licence in relation to the photographs taken and the location used. The photographer's judgement, regarding the location, lighting, posing and number of photographs taken, shall be deemed correct by virtue of his experience.
6. **Negatives** - Negatives and Digital Files remain the property of Borg-Grech Photography and are kept on file for not less than ten years as part of our service.
7. **Prices** - All services and goods are supplied at the prices ruling at the time of supply and are inclusive of VAT at the then current rate. We will endeavour to maintain all prices as listed. However, material cost outside our control may necessitate a price review.
8. **Additional charges** - Borg-Grech Photography may charge a mileage rate depending on Location. We will also charge postage if your orders require to be mailed.
9. **Previews** - All preview prints remain the property of Borg-Grech Photography, unless purchased within a wedding package including this service. The previews will be ready for collection approx one week after the wedding and is on loan to you for four weeks to allow you to make your choice, depending on package chosen. If the preview album is not returned in good condition, the client will be charged the full rate for purchase.
10. **Orders** - Initial orders must be received within 1 month of receiving the preview album.
11. **Re-orders** - Re-orders will be charged at prices in force at the time the orders are placed.
12. **Retouching** - Retouching, enhancement and artistic finishing are available at an extra cost.
13. **Sole Rights** - Borg-Grech Photography shall be the sole PROFESSIONAL Photographer at the wedding.

I have read and undertake to abide by the schedule and terms of agreement on this contract.

I enclose a deposit of £.....

Clients Signature Date.....

For Borg-Grech Photography Date.....