



2010

Booking Form

Please supply the following information and return it with your £200 booking fee to:-

Jane Jordan Photography  
9 King William Street Stourbridge West Midlands DY8 4EP

Todays Date: .....

Wedding Date: .....

Name of Bride: .....

Name of Groom: .....

Bride/Groom contact number:.....

Bride/Groom Mobile: .....

Bride/Groom Address: .....

Postcode: .....

e-mail address: .....

Bride's parents names: .....

Groom's parents names: .....

Church/Place of Ceremony: .....

Address: .....

Time of Ceremony: .....

Reception: .....

Address & Postcode: .....

Time of reception: .....

Number of guests: .....

Do you require photographs at the Bride's house before the ceremony? Yes / No

Any special requests:  
(pics with mum etc.) .....

Time for photographer to arrive:.....

Address & Postcode: .....  
(Bride's parents house?) .....

Time of Groom's arrival at Church: .....

Bestman: .....

Ushers: .....

Bridesmaids: .....

Page boys: .....

Please make a brief list of any specific photographs you would like.  
A more detailed list can be compiled nearer the date.

.....  
.....

What is your chosen Package: .....

Extras (Parents Albums etc.): .....

.....

Where did you hear about Jane Jordan Photography?  
.....

**Please return within 7 days to secure your booking**

# JANE JORDAN

P H O T O G R A P H Y

## Wedding Photography Contract

It is mutually 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 Jane Jordan Photography in writing.

**BOOKING FEE:** A deposit of £200 is required when the client signs this contract. Dates are reserved only when this deposit is paid by cash or cheque. Please make cheques payable to Jane Jordan Photography. A full unconditional refund policy exists for a period of 14 days from receipt of the contract and payment. After that date, refunds are at the discretion of Jane Jordan Photography.

**PAYMENTS:** Payment of the balance of the photography fee is to be made not later than 30 days prior to the wedding ceremony. An invoice will be despatched to you approximately 8 weeks prior to your event as a reminder. Payment for additional photographs is made after the wedding, when these are ordered. Any bank charges incurred due to returned cheques will be charged to the client.

**WEATHER CHANGES:** Weather permitting, the wedding photographs will be taken as agreed. In the event of rain or snow or any form of weather disturbances, the photographer will make the necessary changes in the photographic session and will not be responsible for any disappointment caused by the weather. However, the photographer will do her best to produce coverage of the wedding within the time allocated to her.

**PHOTOCHROMATIC ANOMALIES:** Owing to reflectance caused by a certain combination of 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. The photographs will provide a pleasing colour balance based on the flesh tones of the subjects but cannot guarantee exact colour match. The printer will use his/her skill to produce pleasing prints. Where close matching is required please supply a sample.

**REQUESTED PHOTOGRAPHS:** The photographer will honour all photographs requested and agreed in advance, provided the following factors are met: Weather and allocated time permitting, availability and co-operation of the person/s concerned. These photographs must form part of the clients/parents/family/friends final wedding order.

**COVERAGE:** The photographer cannot be held responsible for the lack of coverage caused by the bride, the groom or the wedding party not being on time, or by the Church, Register Office, or Licensed place of wedding restrictions regarding photography. The photographer does not undertake to guarantee any specific picture nor incorporate any specific background, location or group arrangement.

**PERSONAL ACCIDENT:** Any directions issued to clients, their guests or employees during a photographic shoot are deemed to be at said persons' own risk. Jane Jordan Photography cannot be held responsible for any personal accidents during a photographic shoot.

**COPYRIGHT:** The Copyright of all the photographs produced is retained by Jane Jordan Photography and it is a criminal offence to make copies of them by any means including video under the terms of the COPYRIGHT, DESIGNS and PATENTS ACTS 1988. Original files and prints remain the property of the photographer. Jane Jordan Photography shall be the sole professional (still) photographer at the venues specified. The due performance of this contract is subject to alteration or cancellation by Jane Jordan Photography owing to any cause beyond their control. Every care is taken in photographing and processing using professional materials. In the unlikely event of total photographic failure i.e. during exposure or processing, the Photographer's liability shall be limited to a full refund of all money paid. Your statutory rights are not affected, and Jane Jordan Photography has full Public Liability and Professional Indemnity Insurance.

**CANCELLATION:** A full unconditional refund policy exists for a period of 14 days from receipt of the contract and payment. After that date, booking fee refunds are at the discretion of Jane Jordan Photography.

Cancellation charges will be as follows: (number of days before the wedding) 60 days or less - 100%

If Jane Jordan Photography have to cancel this contract for reasons beyond their control (death, injury, sickness etc) their liability shall be limited to a full refund of all monies paid.

Deposit Paid.....

Date.....

Chosen Package.....

Extras.....

Price.....

Final Balance.....

Date Due.....

Signed .....

Print Name .....

Date .....