

PORTRAIT CONSULTATION FORM

DATE _____

NAME _____

INITIAL CONTACT: EMAIL VOICEMAIL PHONE PERSON

REFERRED BY _____

WHAT ARE THE NAMES AND AGES OF THE PEOPLE IN THE PORTRAIT(S)?

WHY HAVE YOU DECIDED TO HAVE PORTRAITS TAKEN? _____

HAVE YOU EVER WORKED WITH A PROFESSIONAL CUSTOM PHOTOGRAPHER BEFORE?

YES NO

WHAT ARE YOU HOPING TO GET OUT OF THIS SESSION? _____

DO YOU HAVE A PARTICULAR LOCATION YOU WOULD LIKE TO HAVE YOUR PORTRAIT SESSION COMPLETED? _____

WHAT TYPE OF STYLE DO YOU PREFER? CASUAL FORMAL MIX

WHAT TYPE OF PRODUCTS ARE YOU INTERESTED IN?

COLLECTIONS FRAMED PRINTS CANVASES PRINTS BOOKS & ALBUMS DIGITAL MEDIA

SESSION TYPE BOOKED _____

SESSION FEE PAID _____ DATE _____

PAYMENT TYPE CHECK MC/VISA/AMEX CASH

NOTES _____

PORTRAIT CLIENT CONSULTATION FORM

www.tamiekasmithphotography

Phone: (310) 529-5437

BUSINESS POLICIES

BUSINESS HOURS

Our regular business hours are 9am to 5:30 pm Mondays to Saturday and 3pm to 5pm on Sundays. However, if you are unable to schedule during that time we can schedule outside these hours. (*Winter Hours*) **During the summer months, we close at 7 p.m. Monday thru Thursday and 8 p.m. on Friday - Saturday.**

YOUR SESSION

Please arrive early to your session. This allows us to relax and not feel rushed. If you are running late please telephone us. If you are more than 20 minutes late (5 minutes for a mini session) without notifying us, we will assume you are not coming. Location sessions can be held inside or outside, in your home or at an alternative location. Please discuss your choice of location with your photographer as the time of day will effect where you can go. If you are unsure we can suggest several locations. (*Photographer's travel to and from shoot location is **FREE** if travel is within 50 miles round trip of zip code 22192. Additional travel fees are required for shoot locations beyond 50 miles round-trip {0.50¢ per mile}.*)

Clients who are more than 20 minutes late (5 minutes for mini sessions) will be required to cancel or reschedule. In the event of a cancellation due to lateness, the deposit will not be returned and no other fees will incur. However, in order to reschedule, client will be required to pay a \$25 fee.

EXCLUSIVE PHOTOGRAPHER

Please do not bring your own camera, camcorder or any other recording devices to your session, or allow any family members to do so. If this situation occurs, the photographer reserves the right to terminate the session. If your session is terminated in this way, there will be no refund given.

CANCELLATION/RESCHEDULING

If the need arises to cancel your appointment please do so over the telephone at least 48 hours prior to your session. If you, or anyone being photographed, are feeling sick we do suggest rescheduling. Sick people generally do not enjoy being photographed and this will show in your portraits.

RE-SHOOTS

Reshoots are offered at the discretion of the photographer only and will not incur an additional session fee. We do not offer to reshoot for unfortunate personal choices such as hair, clothing, etc.

DISCOUNTS & PROMOTIONS

From time to time we will run special promotions. These sessions are run for a limited time only and session spots fill up fast. If all session slots are full the photographer is under no obligation to extend the promotion or match the offer past the expiration date.

RETOUCHING

All images receive basic retouching. We only retouch temporary things such as stray hairs, spots, acne, etc. If it is permanent, such as a birthmark or scar we will not retouch or remove it unless specifically asked.

GRAPHIC DESIGN SERVICES

We design all additional items ourselves. When ordering greeting cards, etc. you will be shown a design proof. You will be allowed one change per design. Additional changes are subject to design fees starting at \$20 per hour with a one hour minimum. For coffee table books, the photographer will make the choice based on artistic selection. The client will have a chance to view the coffee table book design before the photographer sends it off to their printing lab.

COPYRIGHT

Copyright for all images is the sole property of Tamioka Smith Photography and protected by Federal Copyright Law. It is ILLEGAL to copy, scan, print or reproduce these images in any way without written permission from the photographer. This includes scanning or downloading images for the purposes of emailing or printing them at home. Doing so may result in fines up to \$150,000. Sneak peek images placed on Facebook or on Tamioka Smith Photography's website are free to be used for personal sites such as Twitter or Facebook; however, the watermark must remain on the photo.

USAGE RIGHTS

The photographer has the exclusive right to make reproductions. The photographer shall only make reproductions for the client or for use in the photographer's portfolio, advertising, samples, website and display within or outside their studio. The photographer also has the right to enter these images into photographic competitions, art exhibitions or publications. No identifying names will be given in connection with usage of any image. We understand that sometimes there are circumstances where you may wish for your images not to be used for any of these purposes. Please notify the photographer if this is the case. No fees, royalties, or payment of any kind will be owed in connection with any usage made of any image captured or created by Tamioka Smith Photography.

WAIVER OF LIABILITY

If the photographer cannot fulfill the terms stated in the portrait agreement, due to causes beyond the control of the parties involved, the client shall have no further liability in respect to the agreement. In the event that photographic materials are lost or damaged, without fault on the part of either party, the limitation will also apply. In such cases, Tamioka Smith Photography is not liable. The client releases Tamioka Smith Photography from all liabilities, claims and

damages that may result from any accidents or incidents that may happen during the session, except to the extent that the accident or incident is the direct cause of the photographer's willful and careless conduct. Please see our reshoot policy.

ONLINE PROOFING GALLERY

Approximately 7 to 14 days after your session your proofs will become available for you to view in an online, personal, password protected gallery. You will be able to pass on the gallery information to family and friends, so they may place their own orders. Please remember that it is a violation of Federal Copyright Law to copy, save or print the images within the gallery.

The online gallery will be available for 14 days. There will be a [\\$30 reloading fee](#) if you wish to have your gallery available for an additional 14 days.

ARTISTIC SELECTION

Many images are captured during the session. Afterwards, each image is put through a careful selection process. You will see only the images that meet the high standards of the photographer. Images with eyes closed, unflattering poses and duplicate images are removed permanently after the photographer completes this selection process. The selection process is entirely the right of the photographer and part of the custom portrait process.

ORDERING

Full payment is due at the time of ordering. Orders paid for by check will not be placed until the check has cleared. Each image is printed to order and cannot be changed or canceled after payment has been made. All sales are final. Sales tax of 6% will be added to your order total. Please allow 2 weeks for delivery of your portraits. However a [payment plan](#) is offered. No prints or products will be delivered until order is paid in full.

PRINT & PRODUCT PRICES

Prices are subject to change at any time. The prices in effect at the time of your session will be valid for 30 days after your session.

REPRINTS

We keep all images on file for 1 year after your initial order. There is a \$100 minimum order on reprints. You may place a reprint order at any time.

PAYMENT

We accept cash, check, MasterCard, Visa and Discover. A \$50 fee will be charged for all returned checks. [Payment plans](#) are available. Ask your photographer for details.

ARCHIVING

All ordered images are archived for one year from the date of your initial order. Images are kept on site for 30 days and then moved to an off-site storage facility. Once your archived images have been moved to the off-site storage facility a \$30 fee will be required to retrieve them.

REFERRAL PROGRAM

For each NEW client referred to us, existing clients can earn print credits to use at their next session. A \$15 print credit is earned for each new client – refer 3 new clients and receive a \$100 print credit. There is no limit to the credit existing clients can earn. New clients must inform the photographer of the name of the referring client.

CONTACT

If there are any questions concerning this policy, please [contact](#) us by phone at (310) 529-5437 or email tamieka@tamiekasmithphotography.com. Our mailing address: P.O. Box 653, Lorton, VA 22192.

[FAQ](#)

FREQUENTLY ASKED QUESTIONS

Where are you based?

I am currently based out of Woodbridge, Virginia (Washington D.C. and the surrounding areas); however, I frequently travel to visit other cities. Please check my [travel cities](#). I may be visiting your area.

Do you specialize in any specific area of photography?

I specialize in natural light digital portrait photography, showcasing some of life's biggest events - newborns, families, etc. My style incorporates big colors and big smiles.

Do you have a studio?

I am an on-location, natural light photographer. I love working outdoors at a location of your choice. However, for your convenience, newborn sessions are conducted in your home.

Can you recommend any locations for my session?

I have a growing list of favorite locations and will work with you to find one that fits a look or theme you're going for. I love to explore new locations if there is somewhere special or meaningful to you and your family!

How early should I book my session?

You may schedule your sessions as early as seven months out. Sessions may be scheduled by calling (310) 529-5437 or [online](#).

How do I go about booking a newborn session?

Please let me know when your due date is - we will try to coordinate a session date two weeks from then. Most moms email again once baby has arrived and we go from there! You may also schedule your session [online](#).

What forms of payment do you accept? Do you require a deposit or retainer?

Plastic is fantastic, but arrangements can also be made if you prefer to pay with cash or check. A signed contract and your session deposit, is required in order to secure your preferred date. Both of these bookkeeping items can be done online from the comfort of your home. In your pajamas even!

What time are most sessions conducted?

Sessions are best scheduled in the late afternoon when the sun and shadows aren't quite so high and harsh. However, we'll work around your schedule and what works best for you.

What am I supposed to wear?

[Styling your session](#) is the hardest part when booking a session, I swear! To help, there is a styling guide for my clients. It's not unusual to get emails and texts from clients with pictures of clothing ideas, looking for my input. I'm happy to play both photographer and stylist.

How long does the typical session last?

It depends on the sessions you're requesting. On average, my portrait sessions run just a little over one hour (regular portrait session) or 30 minutes for a mini. For sessions with small children, I'm often able to wrap up a session in thirty to forty-five minutes. Sometimes, that's as long as the little ones will last. Newborn sessions can run anywhere from two to three hours. This accounts for diaper changes,

feedings, and other breaks for baby as needed.

What happens after our session? How long will it take to receive my gallery?

After your session, my fun begins. I aim to present a gallery to my clients within 2-3 weeks from their session date. Why the wait? I hand edit each individual image to make sure it's perfect. If you're anything like me though, you're dying to see results ASAP. Teasers or blog previews often hit [my Facebook wall](#) just days (sometimes hours) after your session. You may also arrange a free post consultation to review and order your selected favorites.

Do I buy prints from you? How do I do that?

Once your images are edited and complete, they're uploaded to a web gallery. That means once again, you don't even have to get out of your pajamas to view your images! Within your gallery you may purchase prints, [frames](#), [canvases](#), digital files and [so much more](#). You can also share your favorite images on Facebook or email them to family and friends!

Is there a required minimum purchase from my gallery?

There is usually a \$25 minimum. There are packages available for purchase as well as prints and products available via a la carte. Print packages start at \$40 and frame packages start at \$350.

Do you offer portrait framing?

Well yes, we do. Properly framed and matted portraits may last a lifetime if properly maintain. For framing options and a price quote, please visit [here](#). I offer traditional frames as well as [Organic Bloom](#) frames.

Coupons/Discounts

Periodically, I offer discounts off session fees or products. I announce those discounts and coupons via my [newsletter](#) and [Facebook](#).

Do you offer a Payment Plan?

Yes! Both the session fee and the ordering of prints and products may be put on a [payment plan](#). However, you may not have a session/order until session or order is paid in full and a signed payment contract is required.

What are your business policies?

Please visit [Business Policies](#)

If you have a question not found here, please feel free to [email me](#)!