

1. CLIENT INFORMATION

Client / Point of Contact Name: _____

Company Name (if applicable): _____

Address: _____

Tax Registration No. (if applicable): _____

Phone Number: _____

Email Address: _____

2. SERVICE PROVIDER

Service Provider Name: _____

Business Address: _____

Business Registration / Licence No. (if applicable): _____

Tax Registration No. (if applicable): _____

Other Permit / Licence No. (if applicable): _____

Phone Number: _____

Email Address: _____

3. SERVICES SELECTED

Select the service(s) required. Complete only the sections relevant to the option chosen below.

- ☐ Photography
- ☐ Videography
- ☐ Photography & Videography
- ☐ Monthly Retainer

Engagement type:

- ☐ One-Time Project
- ☐ Monthly Recurring Project

4. PROJECT / RETAINER DETAILS

Start Date: _____

End Date: _____

Duration: _____

For Monthly Retainer engagements only:

Minimum Commitment Period: _____

Notice Period for Termination: _____

A Monthly Retainer renews automatically each month unless written notice of termination is provided by either party in accordance with the notice period stated above.

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Company Name (if applicable): _____
Address: _____
Tax Registration No. (if applicable): _____
Phone Number: _____
Email Address: _____

2. SERVICE PROVIDER

Service Provider Name: _____
Business Address: _____
Business Registration / Licence No. (if applicable): _____
Tax Registration No. (if applicable): _____
Other Permit / Licence No. (if applicable): _____
Phone Number: _____
Email Address: _____

3. SERVICES & ENGAGEMENT

This Agreement covers a one-time photography project for the Client.

4. PROJECT DETAILS

Shoot Date(s): _____
Start Date: _____
End Date: _____
Duration: _____

5. SCOPE OF SERVICES

Project brief reference / date: _____
Photography
Shoot Location(s): _____
Number of Hours: _____
Number of Final Edited Images: _____
Additional Services (if any): _____

The scope of services shall be as discussed and agreed in writing prior to commencement. Any services not expressly agreed are excluded.

This Agreement covers the deliverables and services outlined in the agreed project brief referenced above. Any requests outside this scope — including additional revisions beyond the included round, extra deliverables, or changes to core requirements — will be quoted separately and require a new agreement or written amendment.

6. FEE & PAYMENT TERMS

Total Project Fee ([CURRENCY]): _____

1. CLIENT INFORMATION

Client / Point of Contact Name: _____
Company Name (if applicable): _____
Address: _____
Tax Registration No. (if applicable): _____
Phone Number: _____
Email Address: _____

2. SERVICE PROVIDER

Service Provider Name: _____
Business Address: _____
Business Registration / Licence No. (if applicable): _____
Tax Registration No. (if applicable): _____
Other Permit / Licence No. (if applicable): _____
Phone Number: _____
Email Address: _____

3. SERVICES & ENGAGEMENT

This Agreement covers a one-time videography project for the Client.

4. PROJECT DETAILS

Shoot Date(s): _____
Start Date: _____
End Date: _____
Duration: _____

5. SCOPE OF SERVICES

Project brief reference / date: _____
Videography
Shoot Location(s): _____
Number of Shoot Days / Hours: _____
Final Video Duration (approx.): _____
Deliverable Format (e.g. MP4, 4K): _____
Additional Services (if any): _____

The scope of services shall be as discussed and agreed in writing prior to commencement. Any services not expressly agreed are excluded.

This Agreement covers the deliverables and services outlined in the agreed project brief referenced above. Any requests outside this scope — including additional revisions beyond the included round, extra deliverables, or changes to core requirements — will be quoted separately and require a new agreement or written amendment.

6. FEE & PAYMENT TERMS

Total Project Fee ([CURRENCY]): _____

1. CLIENT INFORMATION

Client / Point of Contact Name: _____
Company Name (if applicable): _____
Address: _____
Tax Registration No. (if applicable): _____
Phone Number: _____
Email Address: _____

2. SERVICE PROVIDER

Service Provider Name: _____
Business Address: _____
Business Registration / Licence No. (if applicable): _____
Tax Registration No. (if applicable): _____
Other Permit / Licence No. (if applicable): _____
Phone Number: _____
Email Address: _____

3. SERVICES & ENGAGEMENT

This Agreement covers a one-time photography and videography project for the Client.

4. PROJECT DETAILS

Shoot Date(s): _____
Start Date: _____
End Date: _____
Duration: _____

5. SCOPE OF SERVICES

Project brief reference / date: _____
Photography
Shoot Location(s): _____
Number of Hours: _____
Number of Final Edited Images: _____
Videography
Shoot Location(s): _____
Number of Shoot Days / Hours: _____
Final Video Duration (approx.): _____
Deliverable Format (e.g. MP4, 4K): _____
Additional Services (if any): _____

The scope of services shall be as discussed and agreed in writing prior to commencement. Any services not expressly agreed are excluded.

1. CLIENT INFORMATION

Client / Point of Contact Name: _____
Company Name (if applicable): _____
Address: _____
Tax Registration No. (if applicable): _____
Phone Number: _____
Email Address: _____

2. SERVICE PROVIDER

Service Provider Name: _____
Business Address: _____
Business Registration / Licence No. (if applicable): _____
Tax Registration No. (if applicable): _____
Other Permit / Licence No. (if applicable): _____
Phone Number: _____
Email Address: _____

3. SERVICES & ENGAGEMENT

Select the service(s) included in the retainer.

- ☐ Photography
☐ Videography
☐ Photography & Videography

Engagement type: Monthly Retainer (recurring).

4. RETAINER DETAILS

Start Date: _____
Minimum Commitment Period: _____
Notice Period for Termination: _____

A Monthly Retainer renews automatically each month unless written notice of termination is provided by either party in accordance with the notice period stated above.

5. SCOPE OF SERVICES

Project brief reference / date: _____
Monthly deliverables
Number of Shoot Days per Month: _____
Number of Edited Photos per Month: _____
Number / Duration of Videos per Month: _____
Shoot Location(s): _____
Additional Services (if any): _____

The scope of services shall be as discussed and agreed in writing prior to commencement. Any services not expressly agreed are excluded. Monthly scope is confirmed in writing at the start of each month, and unused deliverables do not roll over to the following month unless agreed in writing.