

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.

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]): _____

- A non-refundable deposit of [fifty percent (50%)] of the total project fee is required to confirm the booking.
- The remaining [fifty percent (50%)] is due on the day of final delivery, without exception.
- Work will not commence before the [50%] deposit has been received and validated — [50%] deposit and [50%] on delivery, no exceptions.

Applicable to all payments

- Payment may be made via [payment link, bank transfer, or cash].
- Final deliverables may be reviewed by the Client; however, download access, usage, publication, or distribution is not permitted until full payment for the applicable project has been received.
- Failure to complete payment — and/or using any images or videos for any purpose prior to full payment — constitutes a material breach of this Agreement, resulting in no delivery of the final product and no refund of the deposit.

7. DELIVERY

Agreed delivery timelines shall be confirmed in writing.

Agreed Delivery Date: _____

In the event the Service Provider fails to deliver the agreed deliverables by the stated timeline, due solely to reasons within the Service Provider's control, a fee reduction of [five percent (5%)] per calendar day of delay shall apply, capped at the applicable project fee.

Delays caused by Client feedback, revisions, approvals, or external factors shall extend the delivery timeline accordingly.

Review & Approval

The Client has [seven (7)] business days from delivery to review and provide consolidated feedback. If no feedback is received within this period, the deliverable is deemed approved and the Service Provider will proceed to the next phase. Revision requests made after this period may be subject to additional fees.

Rush Delivery

- ☐ Rush delivery requested — expedited delivery ahead of the standard agreed timeline.
 - A rush fee of [thirty percent (30%)] of the total project fee applies. Rush requests must be agreed in writing before work begins, and compensate the Service Provider for rearranging their schedule to prioritise the Client's work.

8. PHOTOGRAPHY COPYRIGHT & USAGE

(Select applicable option)

- ☐ Client authorizes the Service Provider to use photographic content for portfolio, website, social media, and promotional advertising purposes.
 - Full commercial usage is granted by the client at no additional cost.
- ☐ Client restricts portfolio and promotional usage by the Service Provider.
 - An additional licensing fee of [25%] of the applicable project fee applies, to be paid by client.
- ☐ No copyrights required for photos.

Unless otherwise stated, copyright remains with the Service Provider. The Client shall not alter, manipulate, retouch, crop, apply filters to, or otherwise modify any delivered images unless RAW files with copyright transfer have been purchased.

9. VIDEOGRAPHY COPYRIGHT & USAGE

(Select applicable option)

☐ Client authorizes the Service Provider to use video content for portfolio, website, social media, and promotional advertising purposes.

→ Full commercial usage is granted at no additional cost.

☐ Client restricts portfolio and promotional usage by the Service Provider.

→ An additional licensing fee of [50%] of the applicable project fee applies.

☐ No copyrights required for videos.

Unless otherwise stated, copyright remains with the Service Provider. The Client shall not re-edit, alter, crop, recolor, add overlays, replace audio, or otherwise modify the final video deliverables in any aspect.

10. RAW FILES & COPYRIGHT TRANSFER (OPTIONAL)

(Select applicable option)

☐ RAW Image Files

→ Additional fee: [50%] of total project fee — includes full copyright transfer.

☐ RAW Video Files

→ Additional fee: [50%] of total project fee — includes full copyright transfer.

RAW files are delivered as-is, without obligation for further editing or post-production.

11. REVISIONS

- [One (1)] revision per deliverable type is included in the applicable fee.
- Each additional revision is charged at [ten percent (10%)] of the applicable project fee.
- Revisions apply only to the originally agreed scope and do not include reshoots unless separately agreed.
- Requests that change the core requirements of the brief are considered new scope and will be quoted separately, not treated as revisions.

12. CANCELLATION & RESCHEDULING

Cancellations

- Cancellations within [forty-eight (48) hours] of the scheduled shoot date result in forfeiture of the deposit.
- Cancellations [three (3) days] or more prior to the scheduled shoot date will receive a full refund of the deposit.

Cancellation after work has begun (kill fee)

- If the Client cancels after work has begun, a kill fee of [fifty percent (50%)] of the total project fee applies, compensating the Service Provider for time spent on research, planning, and any work completed to date. The non-refundable [50%] deposit is applied toward this kill fee; any remaining balance is due within [seven (7)] days of written cancellation.

Rescheduling

- Each reschedule incurs an opportunity-loss fee of [CURRENCY] [amount] per occurrence, added to the final invoice.

13. TRAVEL & ACCOMMODATION

- Projects conducted outside [your base city / region] incur a travel fee of [CURRENCY] [amount] per day.
- Where the Service Provider is required to remain outside [your base city / region] for [twenty-four (24) hours] or more, the Client shall either provide suitable accommodation, or reimburse accommodation costs based on a mutually agreed budget.
- Accommodation costs are exclusive of the daily travel fee.