

2019 Info

The Classic Headshot

Quatrain *f*/otographic

...because portraiture is poetry

Quatrain fotografic, LLC offers Classic Headshot photography sessions for individuals, conducted for up to 60-minutes, exclusively on location, where we produce as many images from as many poses and wardrobe changes as you like. Sessions are designed to be casual, fun, collaborative experiences that are aimed at capturing uniqueness, expressive character and professionalism.

Session Scheduling

Photography sessions are offered on Tuesday, Friday, Saturday, or Sunday only. Phone [or text], or visit <https://www.quatrainfotographic.com/query.php> to inquire about availability. Sessions can be scheduled at most times of day. If a studio-only session is ordered, then additional cost is incurred since extra production and resources are required. See the Client Worksheet for details.

Choosing an appropriate background and image stylization is based on the context of where these images are to be published, and it's an important aspect of the photography that I ask each client to determine. Background choices range from high-key [white] to low-key [black], and from muslin to smooth neutral, or color gradients to texturized gradients. I'm pleased to offer suggestions. Samples are posted at <https://www.quatrainfotographic.com/portraiture.php>

➤ *Bookings are available year-round*

Session Fees | 60-minute photo session produced on-location only

- Tuesday or Friday — **\$275**
- Saturday or Sunday — **\$475**
- Additional photo-session time is prorated in 15-minute increments at \$45 per hour, any day.
- If in-studio only, then \$100 is added to the base cost for extra production & resources required.
- If in-studio AND on-location is ordered, then \$225 is added to the base cost for the extra production & production time required. The total photo session, including travel time between the studio and the location, is limited to 120-minutes [2-hours] and prorated time starts thereafter.

Session Fee Includes

- A private gallery providing access to low-resolution downloads, social media sharing, and print options that include greeting cards with envelopes, flat invitations cards, and postcards with personalized messages.

- One-image, selected for publication is custom retouched and stylized as full-color, duotone, or black-and-white, to meet or exceed your expectations and approval prior to being released.
- Direct transmission of the final, retouched image to the publisher by their deadline.
- Image editing assistance is offered when viewing your private gallery to make the best selection possible from your experience.

Prints are NOT included in the Session Fee. Print orders can be made directly from proofs and from custom retouched images posted in your private gallery. A sample of the on-demand print interface run by *Fotomoto* is at <https://www.quatrainfotographic.com/fotomoto.php> Print quantities and costs vary significantly between clients, and they can be easily determined by calculating with the per-print prices posted. Private galleries remain posted for one-year, so if clients identify a need to order more prints later on, they can easily be ordered as needed.

Large & Small Workgroups

Please note that I have worked with large & small organizations that called for their entire workgroup to be photographed. In cases such as this, the rates are adjusted per individual since the level of production and time commitment per person is packaged. Rate adjustments are based on the quantity of people called to be photographed, as the quality time per person hovers in the 20-minute range. If the workgroup is requested to be photographed together it can be accommodated within an appropriate time frame, and I am pleased to include that as part of the package. Estimates are free.



High-Key Sample



Low-Key Sample

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CLIENT WORKSHEET - *Bookings are available year-round*

Choose your day for a Classic Headshot 60-Minute Photography Session conducted on-location:

Tuesday [\$275] Friday [\$275] Saturday [\$475] Sunday [\$475]

Date: _____ Time Frame: AM PM

- I prefer to be photographed in-studio only instead [+ \$100]
 I prefer to be photographed on-location *and* in-studio [+ \$225]

Work Agreement Terms & Conditions

After our initial meeting an eMail confirmation is sent to you with a completed version of a work agreement, stating the mutually agreed day and time to conduct your photography session. The work agreement outlines services ordered and the Session Fee. *The work agreement must be signed and returned with a 50% deposit of the Session Fee to lock a requested date. The balance of the Session Fee is due one-week prior to your photography session day.* Use this worksheet to calculate your Session Fee and become familiar with the work agreement terms and conditions.

- Client is responsible for arriving at the photography session location and/or studio on time with hair and make-up, wardrobe and props, or other supporting visual materials ready to go. Time delays created because of related erroneous incidents that extend the original 60-minute session are billed accordingly.
- Additional photo-session time is prorated in 15-minute increments at \$45 per hour, on any day.
- **Print costs are separate**, and NOT included in any of the costs noted above.
- If Client cancellation of this work agreement is three [3] or more calendar days prior to the session date & call time, the deposit paid to Quatrain *fotographic*, LLC shall be refunded in full. If Client **cancellation** occurs within 24-hours of the session date & call time, and if Quatrain *fotographic*, LLC cannot obtain a new assignment because of the commitment that this work agreement imposes, then Client must forfeit 50% of the deposit, and the remainder is refunded. **Postponement** within 24-hours of the session date & call time by Client incurs a 45-dollar [\$45.00] charge, per postponement [weather events not included].
- If Quatrain *fotographic*, LLC cannot perform this work agreement due to cause beyond their control, then all deposited funds are refunded to Client, and no further liability with respect to the work agreement exists. This limitation on liability also applies in the event that photographic materials are damaged by process, lost through camera malfunction, lost in shipping, or otherwise lost or damaged without fault on the part of Quatrain *fotographic*, LLC. In the event Quatrain *fotographic*, LLC fails to perform for any other reason, they shall not be liable for any amount in excess of the retail value of the Client's order.
- Quatrain *fotographic*, LLC owns the copyright of all images created and reserves the right to control access to these digital assets. Quatrain *fotographic*, LLC reserves the right to use Client images for portfolio, website, promotional material, contest entry, art exhibition, or for display in the studio for prospective client review. Client reserves the right to selectively object to any of these uses in writing. If Quatrain *fotographic*, LLC seeks other uses, then Quatrain *fotographic*, LLC promises to obtain the written permission of Client.
- Client is purchasing prints for personal use only, and cannot re-sell prints or digital assets, or authorize any reproductions thereof to parties other than Quatrain *fotographic*, LLC. If editorial or commercial usage is required, then Quatrain *fotographic*, LLC must be contacted to authorize licensing & terms of use.
- Client is hereby notified that photographs can fade or discolor over time due to inherent material qualities, and Client releases Quatrain *fotographic*, LLC from any liability for any claims whatsoever based upon fading or discoloration due to such inherent qualities. Deterioration of photographs is based on environment & lighting conditions, which are obviously out of the control of Quatrain *fotographic*, LLC.
- Client is hereby notified that the service bureau, *Fotomoto*, that generates print orders is completely separate from Quatrain *fotographic*, LLC and that the terms, conditions, and costs incurred by means of ordering are totally isolated from this work agreement. *Prints costs are extra & not included in a Session Fee.* Although the prints purchased by Client are the property of Client, the copyright of those images is held by Quatrain *fotographic*, LLC as articulated above. All major credit cards are accepted by Fotomoto.
- Access to Client images at <https://www.quatrainfotographic.com/clientview.php> is granted upon payment-in-full of session fee, time delay/extension fee, and postponement fee incurred.
- This work agreement incorporates the entire understanding of the parties known in this document to be *Quatrain fotographic, LLC* and *Client*. Any modifications of this work agreement must be in writing and signed by both parties. This work agreement shall be governed by the laws of the State of Michigan, USA.