

## Briefing Document for Photographic Shoot:

Product description, uses, functions.  
Approximate dimensions (if applicable).  
Address where shoot will take place (if applicable).  
Approximate distance from Cape Town (if applicable).  
Proposed date for shoot.  
End-use for images supplied.  
Does the shoot require live models?  
Is stylin required?

Low resolution  
images will be  
supplied for approval

## Briefing Document for an exsisting image Library pic:

What are you looking for/what would you like to see?  
Image use (usage has a direct bearing on costs and usage rights) :  
Magazine, cover/inside, newspaper, advertising, editorial,  
billboard, book jacket etc.etc,  
Usage period.  
Rental or outright purchase.  
Would you require exclusive usage?

Low resolution  
images will be  
supplied for approval

## Information required:

Business name and address  
Name of responsible individual  
Order number if required

## Terms:

### Photographic shoot -

50% to be paid on acceptance of quotation, balance on approval of final proof (to be emailed to client)  
Low resolution images will be supplied for approval,

### Image Library -

Payment due in full, on acceptance of a low resolution image.  
On approval of low res image/s an invoice will be generated and submitted.  
Final, high res image will be supplied on confirmation of payment or balance of payment.

