



# PHOTOS-FRAMES

RECYCLABLE

YOUR COMPANY NAME  
YOUR COMPANY ADDRESS  
YOUR CITY, PROV. & P.C.  
YOUR PHONE NO. & FAX NO.

### PHOTOGRAPHY Contract/Release 1001

SESSION DATE: \_\_\_\_\_

CLIENT'S NAME \_\_\_\_\_ BILL TO \_\_\_\_\_

STREET \_\_\_\_\_ STREET \_\_\_\_\_

CITY, PROVINCE, POSTAL CODE \_\_\_\_\_ PHONE NO. \_\_\_\_\_ CITY, PROVINCE, POSTAL CODE \_\_\_\_\_ PHONE NO. \_\_\_\_\_

LOCATION \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_ TIME \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_

#### ASSIGNMENT

FAMILY PORTRAIT  ANNIVERSARY PORTRAIT  ENVIRONMENT

INDIVIDUAL PHOTO  NO. OF YEARS \_\_\_\_\_  MODELING SESSION

PERSONAL  GRADUATION PICTURE  OTHER \_\_\_\_\_

BUSINESS  ENGAGEMENT PORTRAIT

NO. OF PEOPLE ATTENDING \_\_\_\_\_ AGE GROUP \_\_\_\_\_

SPECIAL REQUESTS \_\_\_\_\_

STUDIO SERVICES	AMOUNT

FOR OFFICE USE ONLY:

FILMS OUT	LAB	PROOFS	ORDER COMPLETE	NOTIFIED

CONTRACT:

- In the event of postponement or cancellation of the assignment described above, the studio may retain part or all of the deposits and fees as liquidated damages.
- The contract of the studio is the exclusive official photographer retained to perform the photographic services requested on the contract.
- No part of any order will be delivered until the balance is paid in full.
- Some orders are subject to an additional charge for all services rendered.
- The studio takes prompt care with respect to the approach, development and delivery of the photographic products and services ordered. However, the studio, in its entirety, is not liable to the client or the studio. The studio's liability is limited to the refund of the deposits.
- The studio reserves the right to use negative and/or reproductions for the purpose of display, exhibitions, contests, publications and other purposes. Unless otherwise specifically stated herein, negatives and prints remain the exclusive property of the studio.
- When there are any changes in the schedule, the client is obliged to notify the studio immediately.
- The photographer retains all copyright of the photographs referred to in this contract, as provided for under the Canadian Copyright Act.

CLIENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

RELEASE:

- I hereby give the studio permission and the right to use negative and/or reproductions for purpose of display, exhibitions, contests and other purposes without payment for each use.
- Unless otherwise specifically stated herein, I further agree that the negatives and prints remain the exclusive property of the studio.

MODEL OR PARENT/GUARDIAN (IF MODEL UNDER 18) \_\_\_\_\_ DATE (CLIENT'S SIGNATURE) \_\_\_\_\_

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THIS INVOICE FITS STANDARD #8 & #10 WINDOW ENVELOPES, ALSO #20A T/WINDOW ENVELOPES

YOUR COMPANY NAME  
YOUR STREET ADDRESS  
YOUR CITY, PROV. & P.C.  
YOUR PHONE NO. & FAX NO.

### INVOICE 1234

SOLD TO \_\_\_\_\_

SHIPPED TO \_\_\_\_\_

SAME

DATE \_\_\_\_\_ DELIVERY DATE \_\_\_\_\_ DUE DATE \_\_\_\_\_ SHIPPED VIA \_\_\_\_\_

QUANTITY	SIZE AND MOUNT	PROOF #	FINISH	UNIT PRICE	UNIT	AMOUNT

SPECIAL INSTRUCTIONS \_\_\_\_\_

SUBTOTAL \_\_\_\_\_  
GST \_\_\_\_\_  
PST \_\_\_\_\_  
DEPOSIT \_\_\_\_\_  
BALANCE DUE \_\_\_\_\_

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NEW 96-26 (8 1/2 x 7 5/8) Invoice 20A

NEW 96-24 (8 1/2 x 11 5/8) Photography Contract/Release

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YOUR COMPANY NAME  
YOUR COMPANY ADDRESS  
YOUR CITY, PROV. & P.C.  
YOUR PHONE NO. & FAX NO.

### PHOTO FRAMING Order Form 1001

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

PHONE \_\_\_\_\_ METHOD OF PAYMENT \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_ DATE PROMISED \_\_\_\_\_

DESCRIPTION OF ITEM TO BE FRAMED \_\_\_\_\_ DECLARED VALUE \_\_\_\_\_

ITEM	DESCRIPTION	AMOUNT
FRAME	SIZE _____ MOUNTING NO. _____	
LINER	NO. _____	
MAT #1	NO. TYPE _____ COLOUR _____ MARKING _____	
MAT #2	NO. TYPE _____ COLOUR _____ MARKING _____	
GLASS	<input type="checkbox"/> REGULAR <input type="checkbox"/> FLEXI <input type="checkbox"/> MIRROR	
	<input type="checkbox"/> NON-GLARE <input type="checkbox"/> ACRYLIC <input type="checkbox"/> MUSEUM	
MOUNT	<input type="checkbox"/> DRY <input type="checkbox"/> WET	
	<input type="checkbox"/> PRINTGUARD <input type="checkbox"/> LINEN	
	<input type="checkbox"/> EXHIBITEX	
HANGER	<input type="checkbox"/> WIRE <input type="checkbox"/> EASEL <input type="checkbox"/> SAWTOOTH	
MISC. SERVICES	<input type="checkbox"/> STRETCH <input type="checkbox"/> REPAIR	
MISC. SUPPLIES	<input type="checkbox"/> BLOCK <input type="checkbox"/> FITTING	

SPECIAL INSTRUCTIONS \_\_\_\_\_

SUBTOTAL \_\_\_\_\_  
GST \_\_\_\_\_  
PST \_\_\_\_\_  
TOTAL \_\_\_\_\_  
DEPOSIT \_\_\_\_\_  
BALANCE \_\_\_\_\_

I hereby authorize the above work to be done with any material or supplies required. Recognizing that ultimate care will be taken with the artwork being framed, I agree to assume all risks and liabilities. I understand the shop is not responsible for work left over 30 days.

CUSTOMER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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NEW 96-25 (5 2/3 x 9 1/8) Photo Framing

