



THE PHOTO MANAGERS

CLIENT AGREEMENT
INFORMATION

CLIENT AGREEMENT INFORMATION

Below are elements that should be included in a Client Agreement or contract. You can find samples online or utilize a company that creates legal documents. It is best practice to review legal documents with an attorney. This can be a paper copy that each party signs, or entered into a CRM system format with electronic signatures. Make sure you and the client both have signed copies.

CLIENT AGREEMENTS SHOULD INCLUDE:

- Your business name/contact info
- Client name/contact info
- Services you will provide - scope of work
- Good faith estimate - if you provide estimated time for completion, the client will be responsible for payment of hours exceeding the estimate
- Supplies - how will client pay for them
- Proof of client's ownership of photo materials - copyright permission
- Limitation of Liability and Indemnification - not be responsible for items damaged or held liable for any other results of any work done during or after organizing sessions
- Confidentiality - keeping client information private
- Payment rates and terms
- Cancellation policy
- Travel policy - will you charge for travel outside a certain radius?
- "Before and After" photo release
- Disposal of client's property - photo deletion or discarding policy
- Other amendments, agreements, or custom services
- Termination of Agreement
- Other sections as recommended by your attorney (Entire Agreement, Severability, Governing State Law, etc.)
- Signatures/dates