

Company name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Contact name: \_\_\_\_\_

Names of photographer and any assistants/backup photographer: \_\_\_\_\_  
Will they use colour film, black-and-white or both?: \_\_\_\_\_  
What is the cost of the photographer's service?: \$ \_\_\_\_\_  
What portions of the wedding will be photographed?: \_\_\_\_\_  
How many hours are included in the fee?: \_\_\_\_\_  
Is overtime available?: \_\_\_\_\_  
If so, how much does it cost?: \$ \_\_\_\_\_  
When will the proofs be available?: \_\_\_\_\_  
Who keeps the proofs?: \_\_\_\_\_  
Who owns the copyrights and negatives?: \_\_\_\_\_  
Can negatives be purchased?: \_\_\_\_\_  
Cost of prints?: \$ \_\_\_\_\_  
When will the prints be ready?: \_\_\_\_\_  
What is included in package deals, e.g. albums, number of proofs/prints?: \_\_\_\_\_  
Are extra albums available?: \_\_\_\_\_  
If so, how much do they cost?: \$ \_\_\_\_\_

Total costs: \$ \_\_\_\_\_  
Deposit paid: \$ \_\_\_\_\_  
Balance due date: \_\_\_\_\_