

## Your Business Client Contact

Please read and sign online.

### **1. Robotic Clouds Photography Copyright:**

All final images are artwork created and held in copyright by Kylie Rathbone of Robotic Clouds Photography.

All photographs provide by Robotic Clouds Photography that are then published on social media or printed by clients **must be done so in the their original form**. This means that there is to be no altering of the images in anyway; no image altering cropping (i.e. totally changing the image content), adding of additional filters and or any defacement of the artwork in any way. Anyone doing so will be in breach of the copyright held by Robotic Clouds Photography and may face legal proceedings if the image/s are not removed.

I/We understand that as a clients of Robotic Clouds Photography, I/we are allowed to use and publish independently, photos provided by Robotic Clouds Photography. This can be done via social media, in print and on the website for the business define in the signed contract. Where possible **all photos should be publicly credited to Kylie Rathbone and/or Robotic Clouds Photography**.

I/We understand that the final images delivered post shoot by Robotic Clouds Photography may, at a later stage be re-edited for another purpose, if this is the case I/we waive the right to approve any further artwork created using our photographs.

### **2. Use of images:**

As a business client you have the right to use and publish the photograph(s) referred to within this document, in any medium, throughout the world, as long as these images refer to the business name for which this contract is signed. Use for any other businesses is not permitted.

**I/We** explicitly grant to the photographer **Kylie Rathbone at Robotic Clouds Photography** and to her assignees and licensees the absolute right and permission to take, use, publish and/or sell the photograph(s) referred to within this document, in which I/we are included, in any medium, throughout the world. This will include, but may not be limited to, my own marketing material both printed and online, my website, online social media content and use of the image by stock photography agencies.

### **3. Covid-19 and working safely:**

Due to the Covid-19 pandemic of 2020 new working practices will be rolled out from June 2020.

1. It is vitally important, for all areas of safeguarding, that both client and Robotic Clouds inform each other of any signs of infection. I will be working hard to keep my clients safe and I would expect clients to return the same level of respect and consideration for others.
2. All client contacts must be completed online. Paper versions will no longer be available, and your session will only be confirmed once your contract is received.

# Robotic Clouds *Photography*

3. There will be no physical contact with me during the session, and a mask will be worn if your photoshoot is taking place indoors.
4. Should you, or any of the people involved in your shoot develop symptoms, please contact me as soon as possible! Your session will be placed on hold until tests confirm you are all clear or your period of isolation has elapsed. There is no extra charge for this movement of sessions.
5. If I develop symptoms prior to your booked session, I will inform you as soon as it is possible. The session will need to be postponed until I am tested, self isolated and given the all clear. Once clear, I will be in touch to confirm a new date.
6. If you or anyone involved in your shoot become ill with Covid-19 within two weeks of our session, please contact me as a matter of urgency. I will need to postpone other client sessions to ensure that I am not infected and passing on any infection.
7. Session fees and deposits remain non-refundable. Sessions can be postponed and rescheduled to accommodate any periods of self isolation or illness, and these can be dealt with on a one to one basis.

#### **4. Payment Terms:**

The payment terms for each package may vary. These details will be supplied to you in your confirmation email, and within your invoice. Both the deposit and balance are non-refundable. Please ensure all fees are paid in a timely fashion, by the dates specified, as failure to do so may mean that your session will need to be rescheduled and you may be liable for additional fees if this is the case.

#### **5. Cancellation:**

The client may cancel the scheduled shoot in its entirety by giving written notice to the photographer, but in doing so will forfeit any monies paid to date. Rescheduling a shoot for any reason, will enable the client to reschedule for just one further date to still keep the terms of the agreed contract. Further rescheduling will become subject to **50% of the total package becoming payable, as an additional cancellation fee.**

#### **6. Session Timekeeping:**

If clients are more than 15 minutes late for their booked session, they will have to rebook the entire session. Costs of doing this will be invoiced to them directly (while the original fee remains non-refundable), including wasted mileage, admission costs and any additional costs pertaining to their session.

#### **Additional Hours:**

The hours of photography will have been agreed ahead of your big day. Any additional hours requested on the day will be charged at £150/hr. This will be invoiced after the event, and no editing will commence until the full additional fee has been paid. The delivery date of the final images will continue to move back until the full fee has been settled.

# Robotic Clouds *Photography*

## **7. Final Artwork & Your Online Gallery:**

All final images will be delivered via a password protected online gallery. This password will be sent from Robotic Clouds Photography to primary contact only. The link is then available for the client to share as they see fit. Robotic Clouds is therefore not responsible for the sharing of this link and the final contacts that receive the link and password for the online gallery.

The clients final online gallery with all **selected photos will be stored online for 6 months only**. After this time the gallery will not be accessible online and should further copies of images be requested a fee of £300 will be applicable (payable prior to delivery of images), if the images are still available. Please ensure that all images are saved and stored safely to avoid any loss or damage. Images will be archived and deleted after a period of time. Once this process has been carried out, images will no longer be available.

I use a strict creative process to select and edit only the best images from each photoshoot. Under no circumstances will clients be sent RAW unedited images from their shoots, as these are strictly for my purposes to create and provide my clients with the best final images. Whilst it may seem that I was shooting continuously while on location, I am constantly checking all aspects of my photographs to ensure that I capture the right moments at the right time. Many of the images I capture on the day are images where I am adapting my position, light, exposure etc. and these are purely part of my creative process. Undelivered images will not have met my final creative criteria and will therefore not be made available and will be deleted in due course.

Once final edited images are delivered any requests for additional images in colour/B&W will be looked at on a case by case basis, and if it is my creative opinion that the delivered artwork is the best representation of my style, an alternative image will not be provided. I will have edited images in a specific way and it may be that those particular images work best in the edited style that I have delivered them. Any additional editing requests are charged at £30 per image, payable prior to any further work being undertaken. Additional work will then be given a time estimate as to when it can be completed.

## **8. Public Liability:**

Kylie Rathbone of Robotic Clouds Photography holds public liability insurance with PolicyBee. Should documents be required by your venue, please let me know. Kylie Rathbone and Robotic Clouds Photography is not liable in anyway for any injury or damage to clients property while out on location shooting for the contracted work. Further to this, clients will in no way be made liable for any damage to equipment or injury that Kylie Rathbone sustains during paid for work.

## **9. Your Data:**

I don't like spam, so absolutely no third parties are given any data that you provide me. The personal data that I collect in order to create your booking form and invoice are used purely for these purposes. Your data will never be used for any other purpose other than those described above, and for me to communicate directly to you about your up and coming shoot. The signed contact from your shoot is stored electrically. Should you require a copy of the signed contact, do let me know as I will happily supply this to you.

Created by Kylie Rathbone of Robotic Clouds Photography.  
The above contract and all within will be regularly reviewed and amended if required.  
Contract is correct as of 25 August 2020.