



Session Booking Form

Thank you for choosing Megan Hancock Photography to capture your most precious family moments. Please complete the form in full and email to me at: megan@meganhancockphotography.co.za

Name and Surname : _____

Contact Number : _____

E-mail Address : _____

Shoot date & time : _____

Shoot package : Family Shoot (please indicate which package - 15, 20 or 25 images) ☐

(please tick the applicable box) : Newborn Shoot only (please indicate which package) ☐

: Maternity Shoot only (please indicate which package) ☐

: Maternity/Newborn Package (please indicate which package, 25, 35 or 45 images) ☐

: Twin Newborn Shoot (please indicate which package) ☐

: Triplet Newborn Shoot ☐

: Other ☐

Please confirm in the space provided, the name and sex of those attending as well as the age of the children:

_____	_____
_____	_____
_____	_____
_____	_____



- Bookings are done on a first come first serve basis. Session booking and dates are considered confirmed only on the completion and submission of this form, **along with your required non-refundable deposit of 50%**
- Outstanding balance is payable on or before your session date and no images will be processed or edited before the balance is paid in full.
- Only internet transfers or cash deposits are accepted and payable into the account provided below. There is a R50 additional fee for cash deposits.
- Failure to arrive for your session within 30 minutes of starting time without notification provided will be deemed a cancellation.
- Location shoots are only done within the Upper Highway Area.
- If you have a session booked where children are involved, kindly let me know if they are sick. I will rather postpone the shoot than try do a shoot with a sick and unhappy child. I will not reshoot a session where a child is sick and I was not informed beforehand.
- The posed newborn shoot needs to be done before baby is 12 days old for the best results. It is the client's responsibility to inform me of newborn baby's birth to facilitate a shoot date as soon as possible. Newborn poses cannot be guaranteed, especially once baby is older than 2 weeks.
- Please read through the newborn preparation guidelines prior to your newborn session.
- On location shoots are weather permitting and will be postponed in case of rain.
- Megan Hancock Photography reserves the right to use any photo's taken by them and use in advertising, magazines, competitions, blogs, Facebook (including but not limited to) etc. without any compensation to the parties involved. Megan Hancock Photography owns copyrights for any and all images produced in connection with this agreement, including the right to reproduce or publicly display such images. Permission to print is released to the client with the understanding that Megan Hancock Photography still owns the right to reproduce or publicly display any image. The Client is not permitted to edit/crop/copy or change the colour of any images taken by Megan Hancock Photography.
- Please note that no other cameras will be allowed during the session, nor images taken with cell phones.
- Megan Hancock Photography reserves the right to edit and release only those images creditable as professional in quality and within the photographer's artistic standards and style. Images are selected and edited at the photographer's discretion. No RAW files, nor unedited images will be supplied.
- Images supplied should not be edited, altered, sold or reproduced.
- Once you receive your disc, please copy the images and store in a safe location. Digital negatives of edited images will only be kept for 6 months by Megan Hancock Photography. After 6 months all high resolution images will be stored on hard drive. This is not failsafe and Megan Hancock Photography cannot be held responsible for images lost after the disc is handed over.
- Pricing can change without notice and all quotes and pricelists provided are valid for 1 week.
- Your signature on this booking form is acceptance of my terms and conditions.
- Your CD with images will be ready in 4-6 weeks after your shoot.



I/We accept the terms and conditions of booking with Megan Hancock Photography and attach proof of deposit pertaining to the required session stated on page 1.
I/We agree to pay the remaining balance on, or prior to the shoot date.

Name : _____

Signature : _____

Date : _____

Bank Details

Bank : **First National Bank**
Account Name : **Megan Hancock**
Account Number : **62315811928**
Branch Code : **221526**
Branch : **Kloof**

Thanks again for choosing Megan Hancock Photography.
I look forward to spending this time with you and your little one(s).