



## SPI Scheduling and Policy Information

### Scheduling and Contact Information

Requests for photography appointments should be submitted via contact form on Skyway Property Imaging website or by email to SkywayPropertyImaging@gmail.com with as much detail as possible. We will reply back within 24 hours to verify the date, time and location of the shoot. Next day orders are difficult to schedule, cannot be guaranteed and are subject to an additional charge. Once both parties have acknowledged the date and time of the appointment, the appointment will be considered "booked".

### At the Shoot

The Client is responsible for the presence of an authorized representative at the shoot to approve the Photographer's interpretation of the project. If a Client or Brokerage representative is not present, the Photographer's interpretation shall be deemed acceptable. The photographer will make a reasonable effort to arrange small objects to make photos attractive; however please note that this does not include things like making beds, cleaning excessive clutter, or arranging furniture. Agents are expected to have the property staging and cleaning completed prior to the photo shoot. **All properties will be shot "As Is."** Your input is important when choosing the best rooms to photograph. Absent your input, the photographer will use his/her best judgment and experience to decide how best to photograph the property.

### After the Shoot

Once the images have been made, the photographer will perform digital retouching and deliver to you by Noon the following weekday, unless otherwise specified. Delivery is via Online Gallery Link to the email address(es) you supply. All images will meet a minimum resolution of 3000 x 2000 pixels, usable for both internet and print (for print sizes up to 8" x 10".)

### Cancellation, No-Show and Inclement Weather Policy

If cancellation or re-scheduling is necessary, please do so with a minimum of 24 hours notice. Any shoot cancelled within 24 hours of a booked appointment is subject to a \$100 Cancellation Fee. Arriving late beyond 30 minutes to an appointment will be considered a cancellation and will be billed at the full cancellation rate. Every effort will be made to accommodate a re-scheduling.

In the event of inclement weather preventing photography, a new date will be scheduled at the earliest available time.

### Rights and Usage

All images produced for an Agent or Broker [Client] may be used by the Client for any and all marketing materials and campaigns associated with the property and for the Client's self promotion. The photos may also be used by the Client's parent company for the sole purpose of marketing the specific property photographed. Ownership of the images remains with the Photographer, and license is granted only to the Client and Client's parent company, and not to any third party. **Any usage of the images by a third party, including but not limited to, architects, builders, stagers, designers, sellers or buyers, is strictly prohibited unless approved in writing by the photographer.**

### Payment

Photographer will supply an invoice immediately for the first 3 properties. Once a relationship is established photographer will supply a bi-monthly invoice with all photography fees detailed, delivered to the Client via email on the 5th and 20th day of each month. Payment is accepted via check and major credit card. Payment is due upon receipt for first 3 properties and within 15 days of receipt for bi-monthly invoices.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_