# **BUSINESS POLICIES**



#### YOUR SESSION

Please schedule at least 2 hours out of your day for the total time of the session. If you are running late please contact us by phone. If you are more than 15 minutes late without notice, we will treat this as a no-show.

If you have booked a mini session please allow 45 minutes for the total time of your session. If you are running late or need to reschedule lease call to reschedule if the schedule allows. If you are more than 10 minutes late your session will be cancelled without refund.

We offer both studio and on location sessions. Location sessions can be held inside or outside, in your home or at an alternative location. Please discuss your choice of location with your photographer as the time of day will effect where you can go. If you are unsure, we can suggest several locations.

#### **BUSINESS HOURS**

Our regular business hours are by appointment only. You can schedule online, by phone, text, email or IM

## RECORDING DEVICES

Please do not bring your own camera, camcorder or any other recording devices to your session, or allow any family members to do so. If this situation occurs, the photographer reserves the right to terminate the session. If your session is terminated in this way, there will be no refund given.

#### CANCELLATION/RESCHEDULING

If the need arises to cancel your appointment a 48 hours notice is requested prior to your session.

If you, or anyone being photographed, are not feeling well, we do suggest rescheduling. People who are unwell generally do not enjoy being photographed; this will show in your portraits.

#### **RE-SHOOTS**

Reshoots are offered at the discretion of the photographer only and will not incur an additional session fee. We do not offer to reshoot for unfortunate personal choices such as hair, clothing, etc.

### **DISCOUNTS & PROMOTIONS**

We will run special promotions from time to time. These sessions are run for a limited time only and session spots fill up fast. If all session slots are full, the photographer is under no obligation to extend the promotion or match the offer past the expiration date.

#### RETOUCHING

All images receive basic retouching. We only retouch temporary things such as stray hairs, spots, acne, etc. If it is permanent, such as a birthmark or scar we will not retouch or remove it unless specifically asked.