



Bedford Heights, Manton Lane, Bedford MK41 7PH  
 Tel:0845 3004340 Fax:0845 3003754 e-Mail:studio@marketingalchemy.co.uk

# Commission Form

(BLOCK CAPS)

Contact Name: .....

Company Name: .....

Address: .....

.....

.....

..... Postcode: .....

Tel No: ..... Fax No: .....

e-Mail Address: .....

Purchase Order No: .....

Signature .....

## PHOTOGRAPHY PRICE LIST

Quantity of Shots	Price per Shot (inc CD-ROM)
1	£39.00
2-9*	£35.00
10-19*	£30.00
20-29*	£25.00
30-50*	£20.00
Custom Background**	extra £49.00
Special Lighting Effects**	extra £49.00
File Supplied in Layers	extra £39.00
Retouching	per hour (min) £80.00
Courier Pickup (Mainland UK up to 20kg)	from £15.00

**Loyalty Bonus:** Even if you only need to do a few pictures at a time provided your next order is within one calendar month of your previous shoot, you will still benefit from the discounted tariffs above. This will be adjusted on your next invoice.

\* Prices are based on images shot with same background/lighting  
 Basic prices based on standard white background and soft lighting

\*\* One-off charge if several shots are generated using these settings

All prices are subject to VAT at 17.5%.

**Fax back to: 0845 3003754**

## Setup of Shot

- Overhead View  Front View  Semi Overhead View (Isometric)  
 Standard Lense  Wide Angle Lense (for exaggerated proportions)  
 Standard Focus  Selective Focus (some areas blurred)  
 Special Instructions (eg Lid off, contents showing, pack and product)

Please detail: .....  
 (if complex attach sketch)

## Background/Lighting Choices

- Standard White Background  
 Coloured Background (extra £49 one-off per session)  
 Choice of:  Yellow  Red  Green  Violet  Green  
 Graduated Background (extra £49 one-off per session)  
 Colour Choice: .....  You Decide!  
 Custom Background (extra £49 one-off per session)  
 Suggestions: .....  
 Props (please supply, or detail your requests below cost TBC)

- Special Lighting (extra £49 one-off per session)  
 Choice of:  Coloured Gels  High Key (Bleached High Contrast)  
 Files supplied as layers with separated shadows (extra £39 per shot)

Please use a new sheet for each set of images with different angles, lighting or background requirements we will confirm price with you

## Terms & Conditions

Multiple prices are based on all shots sharing the same setup such as angle of view, lighting and background. We will however always endeavour to get the best lit shot so will tinker with lighting between shots if necessary. Products can be shot measuring up to 70cm High by 90cm Wide.

For single or multiple shots sharing the same background we will e-mail an approval rough showing the angle of view and only basic lighting. Once we have the go ahead we will shoot all shots with this angle. If there are several shots using different angles we will send approval shots as they are set up – obviously we need to shoot shots on an approved angle first before setting the next shot(s) up! Once shots are finished we will upload them to a client only section of our website for viewing and download in a variety of formats – typically low res in RGB, and high res in RGB and CMYK. We will also send a CD-Rom of these images to you.

## Ordering Procedure

Please fill out this commission form which gives you an opportunity to brief us on the angle of view, lighting, type of background and other important details. Items must be supplied ready to shoot and in excellent condition. We can retouch out unwanted labels such as warranty stickers, or defects and scratches but will have to quote for these on sight. Our hourly charge is £80 (minimum) but typically it will not usually take more than an hour per item.

You then need to arrange delivery and return to and from our studio, although if your order is over 50 items we will organise this free of charge. Please bear in mind that we use the same packaging to send your products back to you, so package them well. Your products should be fully insured while in transit or of sufficiently low value not to matter! We can arrange pick up and return, prices are shown opposite and are door to door anywhere in the UK mainland.

## Payment Schedule

New clients must settle their first invoice on delivery. Thereafter on completion of a credit application form our standard invoice terms are within 30 days, this should be by company cheque or bank transfer (bank details on request).