CLIENT INFO

Client Name:

Email Address:

Phone:

Social handles:

Additional Contacts:

SESSION BASICS

Shoot Date:

Type of Shoot:

Start time: *Finish time:*

Location Address/s:

Tot travel distance: *Travel fee:*

Tot package price: *Invoice #:*

Deposit amount: *Date paid:*

Balance amount: *Due date:*

Requests, Shot List, or Prompt Ideas:

Notes:

Notes:

TIMELINE

LOGISTICS

Travel time to shoot (include parking time):

Leave home at: _____   *Parking Cost:* _____

Location/model permissions obtained: ☐

Equipment & Supplies to Pack:

DELIVERY

Delivery timeframe: _____   *Deadline:* _____

Delivery method:

Vendors to share gallery with: