

# Commission Form

(BLOCK CAPS)

Contact Name: .....

Company Name: .....

Address: .....

.....

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

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

e-Mail Address: .....

Purchase Order No: .....

Signature .....

## Setup of Shot (please indicate angle and viewpoint)

### Angle Of View

Camera Level  15°  30°  45°  60°  Overhead

### Viewpoint

Front View  Side View  Plan View  45° Plan View

### Special Instructions

.....  
(if complex attach sketch)

## Background/Lighting Choices

Standard White Background (no charge)

Coloured Background (extra £49 per setup)

Choice of:  Yellow  Red  Blue  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 per setup)

Choice of:  Coloured Gels  High Key  Spot/Grid

## Web Photography Prices

Quantity of Shots	Price per Shot
1 Product Shot*	£18.00 per Shot
2+ Product Shots*	£10.00 per Shot
2-5 items in 1 Shot*	£25.00 per Shot
6-10 items in 1 Shot*	£45.00 per Shot

Web Photography images are shot on a white background\* at a lower resolution (1000 x 1000 pixels), and are not suitable for print use. If images are required at for print use at a later stage these will have to be re-shot. For high resolution images which include a FREE cutout see our Cutout Photography price list.

## Additional Services

Optional Items	Extra Costs
Cutout To White	£10.00 per Shot
Garment Preparation/Ironing**	£5.00 per Shot
Complex Cutouts	£15.00 per Shot
Custom Background***	extra £49.00
Special Lighting FX***	extra £49.00
Image Retouching****	£80.00 per Hour
Courier Pickup*****	from £10.00

All prices are subject to VAT at 17.5%

\* Products with complex edges such as jewellery, textile, fur or hair may be subject to a surcharge of £15 per shot to cover the extra work to create cutouts.

\*\* Includes ironing pinning of garments to achieve best possible display.

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

\*\*\*\* Minimum charge is £40.00 plus VAT. Most minor jobs rarely take longer unless very complex. Retouching to remove dust and minor blemishes, however, is always free.

\*\*\*\*\* Price based on either Pickup or Return (cost is one way only) from UK mainland up to 25kg in weight based on 24 Hour Service. Items must be well packaged and if value of items to be shot exceeds £50 will be subject to an additional insurance cost to be confirmed.



Angle: 15° Overhead  
Viewpoint: Front



Angle: 15° Overhead  
Viewpoint: Side



Angle: 30° Overhead  
Viewpoint: Front



Angle: 30° Overhead  
Viewpoint: Side



Angle: 45° Overhead  
Viewpoint: Front



Angle: 45° Overhead  
Viewpoint: Side



Angle: 60° Overhead  
Viewpoint: Front



Angle: 60° Overhead  
Viewpoint: Side



Angle: Camera Level  
Viewpoint: Front



Angle: Camera Level  
Viewpoint: Side



Angle: Overhead  
Viewpoint: Plan



Angle: Overhead  
Viewpoint: 45° Plan

## Ordering Procedure

1. Choose the Shooting Angle you require by viewing the options shown.
2. Decide if you need Web, Cutout or Creative Photography\*.
3. Choose a Custom Background\* from our selection if you require one.
4. Fill out this Order Form as fully and thoroughly as possible.
5. Arrange delivery to our studio\*.

\* See our website [www.procreative.co.uk](http://www.procreative.co.uk) for the variety of options available.

\*\* 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 from £10 each way (UK mainland) up to 25kg.

We will e-mail an approval rough showing the angle of view and setup. Once we receive your approval we will shoot all items sharing this angle. If there are several shots each with different angles or complex setups, we will send approval roughs for each variant as they are set up.

Items must be supplied to us ready to shoot and in excellent condition. We can retouch out warranty stickers, defects or scratches but will have to quote for these on sight. Our hourly rate is £80 (minimum charge £40).

## Payment Schedule

Once payment is received we will release the high resolution images. This may be by Company Cheque, BACS (Bank details on request), or our PayPal account if the project is of an urgent nature (a surcharge applies to cover debit/credit card processing costs).

Thereafter on completion of an account application form we are able to offer a 30 day account facility, subject to approval.

## Terms & Conditions

Multiple prices are based on all shots sharing the same setup such as angle of view, lighting and background. Where there are multiple items within the same shot a separate price structure exists to cover the extra composition and cutout work. Standard prices are based on soft diffused lighting provided by the use of softboxes, any requests for other types of lighting are at extra cost. We will however always endeavour to get the best lit shot so will tinker with lighting between shots if necessary. Products can be 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 can upload them to our client only FTP server where clients may 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 or DVD of these images to you by post if required.