

VOLUME HEADSHOT TERMS & CONDITIONS

Michelle Conklin Photography, LLC — Maple Park, Illinois

These Terms & Conditions outline expectations and responsibilities for group and corporate headshot sessions and work alongside the main Volume Photography Agreement.

1. Scheduling & Communication: The Client provides the headshot schedule, employee list, and point-of-contact information. The Client distributes Photographer communication to participating employees.

2. Employee List & Accuracy: A complete list of employees must be submitted before Photo Day. The Client is responsible for accuracy in names and job titles.

3. Onsite Coordination: Sessions are billed per person. Employees must arrive on time and in order. If the Photographer must wait due to late arrivals, an hourly wait-time fee will be invoiced. A point-of-contact should help confirm names and maintain flow.

4. Appearance & Readiness: Employees must arrive session-ready with groomed hair, clean face, and appropriate clothing. Photographer is not responsible for major appearance issues, such as wrinkled clothing or unprepared grooming.

5. Retouching & Image Selection: Standard retouching includes light skin smoothing, blemish removal, and minor corrections. Additional retouching may incur fees. Employees will view their images and choose the final image(s) to be delivered.

6. Makeups, Reshoots & Absences: Makeup sessions for absent employees depend on availability and may require an additional fee. Reshoots for personal preference issues are not included unless due to Photographer error.

7. Delivery & File Format: Final images are delivered digitally in the agreed format. File naming conventions may vary depending on project size.

8. Use of Images: Clients may use final images for company websites, directories, print materials, and social media. Redistribution to third parties requires written permission.

9. Conduct & Environment: A minimum 15 ft x 15 ft open space is required for equipment setup. Area must be free of tables or obstructions unless they are part of the images. Photographer may pause or stop if conditions are unsafe or disruptive.

10. Acceptance: Scheduling a volume headshot session signifies acceptance of these Terms & Conditions.