

A.M.P PHOTOGRAPHY & DESIGN
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A.M.P PHOTOGRAPHY & DESIGN
PROFESSIONAL PRACTICE AND NON-DESTRUCTIVE WORKFLOW

Why A.M.P Photography & Design?

- . A.M.P Photography & Design can offer you a creative solution for your professional photography requirements and pride ourselves on our absolute reliability to deliver, we value the opportunity to build long term working relationships with our clients.
- . A.M.P adopts a professional working practise based upon 'AOP' and 'AMSP dpBestflow' guidelines using a non-destructive raw capture workflow and relying on over twenty years of professional photography experience.
- . We consider each project a collaboration between the client, the photographer and the designer and we are happy to work to a specific brief or use our creative experience to work towards the clients objectives.
- . We consider 'good' photography to be an investment, not a cost, the results will convey the right message to potential customers, driving your brand and raising your business profile.
- . We have experience working with a range of different clients within the commercial, media, and PR sectors and working with several local authorities. Our work has been published in national and region newspapers and magazines.
- . Conference and events represent an investment of both time and money and the outcome reflects upon the company profile, therefore benefit from employing a photographer with years of experience having covered many major events including royal visits, music events, national conferences and regional awards.
- . We understand and appreciate that in many circumstances we are representing the client and therefore act accordingly adopting a professional, approachable and adaptable attitude at all times.

Typical Workflow:

- . Free consultation at your convenience whether meeting in person, via a conference call, or reviewing a brief via email. An estimate can be offered based upon the information provided, a full quote can be offered in writing once a final photo brief has been agreed.
- . Digital Capture - Images are usually recorded in 'Raw' mode as this provides the highest image quality and the most flexibility for image correction and interpretation, images can be delivered as high quality JPEG or TIFF files. We also offer an 'on-site' JPEG only service if required however we would always recommend using raw capture whenever possible.
- . Digital Process - A.M.P adopts a 'non-destructive' workflow, using Adobe professional software, maintaining a dual back-up facility storing your images simultaneously on two separate external hard drives for added security. Selected Adobe rgb, colour corrected images can be delivered on dvd as either high quality JPEG or TIFF file formats c/w a full colour index print. *Please note that this does not apply to our on-site JPEG only service, please review our terms and conditions with reference to photography storage.*
- . Customer Service - A.M.P prides itself on maintaining a long term working relationship with clients, we are happy to review any images provided and adapt our approach to meet your needs. We can assist should your requirements change or should you need images delivered to another location or client either via email or as a duplicate dvd. *Please note an administration charge may apply for this service, please review our terms and conditions with reference to administration fees.*

A.M.P PHOTOGRAPHY & DESIGN
GUIDE TO PHOTOGRAPHY RATES/FEES

Guide To Photography Rates:

A.M.P Photography & Design understands and appreciates that each commission is unique and every client has different objectives regarding their photographic requirements, therefore please use the following information as a guide only, please note that A.M.P photography & design is not currently vat registered.

Project Based Commission - Often clients require photographs for on-going projects to promote their business or service for in-house publications, web sites, exhibition displays etc. Clients can benefit from utilising our network of graphic designers, PR consultants and marketing experts if required, to assist and work as a team to complete any project. Such commissions can often be fragmented with regards time taken, travel to different locations, different styles of photography etc. Therefore use our experience to offer you a realistic quote based upon your photography brief, taking into consideration license requirements, estimated time required and estimated costs occurred.

Day Rates - Example 1: Coverage of a large conference including documenting the days events, photographing individual speakers, team photograph of the event sponsors, photographs of the venue and stage set. Example 2: Large company profile, Executive and CEO portraits, editorial style feature of the company, location photographs, product photographs.

Digital Capture - Standard Day Rate: £450.00 (Standard UK license applies)

Digital Process Fee - Standard Day Rate: £150.00 (Inc. DVD & Full Colour Index Print)

*Related Costs - including mileage, parking, postage etc. Additional service costs may apply.

Please note a standard day rate is up to 8 hours including travel.

Half Day Rates - Example 1: Awards evenings including individual award winners, group photographs, stage set, sponsors, guest photographs, reprints available via our online reprints service. Example 2: Small/Medium company profile, staff portraits, interior/exterior, product photographs, editorial style feature of the company.

Digital Capture - Standard Half Day Rate: £250.00 (Standard UK license applies)

Digital Process Fee - Standard Half Day Rate: £75.00 (Inc. DVD & Full Colour Index Print)

*Related Costs - including mileage, parking, postage etc. Additional service costs may apply.

Please note a standard half day rate is up to 4 hours including travel.

Press Photo Service - Typically to accompany a press release, usually a half hour press style photo-shoot delivering up to three images via email only. Example: to publicise an Investors In People award, appointment of the new management team, opening of a new branch etc.

Fee includes digital capture, digital process and related costs for any photo-shoot within the Cheshire region - £195.00 (Outside Cheshire may incur mileage, standard UK license applies)

Related Costs may include materials, mileage at 0.47p per mile up to 50 miles, 0.25p thereafter, Mobile Data Transfer minimum fee of £25.00 for up to 5 images, then £5.00 per image thereafter, postage & packaging using the Royal Mail next day delivery service. Additional service costs may include model hire, equipment hire, venue hire etc. **applies to on-site service only.*

Additional services include **Multimedia Presentations** for our Conference and Events service, see web site for details and our **In-House Digital Workshop** the complete workflow solution, teaching basic digital photography techniques. We would always recommend using a professional photographer, after all no amount of technology can replace 20 years of experience. However we acknowledge that for some companies who may have ongoing, basic photography requirements the idea of adopting an 'in-house' digital workflow might be the best solution. Consultation rates depend upon attendance and time required.

A.M.P PHOTOGRAPHY & DESIGN
TERMS AND CONDITIONS FOR COMMISSIONING AND REPRODUCTION OF PICTURES

1. In this Agreement the terms [a] picture includes photograph, digital image, digital scan, design or any other item which may be offered for the purpose of reproduction: [b] reproduction includes any form of publication, copying or storage of the whole or part of any picture. [c] the Client is the person or organisation to whom the invoice is addressed (whether or not the Client is acting for a third party). [d] the term *A.M.P* refers to the author Paul Kyte and to the company name *A.M.P Photography & Design*.

2. [a] Copyright of any images supplied is retained by Paul Kyte/*A.M.P Photography & Design* at all times throughout the world and reproduction rights are granted as agreed for internal company/client usage and excludes direct commercial reproduction or supplying images to third parties without prior agreement.

[b] *A.M.P* supplies the technical and artistic ability to illustrate an idea photographically, and sells the right to reproduce those pictures in a given context. No property or copyright in any pictures shall pass to the client whether on its submission or on *A.M.P's* grant of reproduction rights in respect thereof.

3. [a] Once the Client has made a booking for a specific time and date, *A.M.P* will not accept any other work from clients for those times and dates.

[b] Therefore, once a booking is made, if it is subsequently cancelled less than ten working days before the date booked, *A.M.P* reserve the right to charge a cancellation fee of up to 50% of the agreed fee, in addition to this cancellation fee, the Client may be charged for any expenses already incurred by *A.M.P*.

[c] Cancellation of a booking must be confirmed in writing.

4. [a] *A.M.P's* invoices shall be paid within 28 days of issue.

[b] If payment is not made in accordance with [a] above then *A.M.P* may rescind this agreement and recover damages, or, may exercise their statutory right to interest under the Late Payment of Commercial Debts (Interest) Act 1998.

[c] If any invoice issued to the Client is not paid by the Due Date, then all unpaid invoices issued to the Client become due of immediate effect, even if it is less than 28 days from the issue date, and that *A.M.P* may consider these invoices overdue when pursuing legal action for the recovery of said debts.

[d] A fee of £15.00 will be made for each account reminder, duplicate invoice, or any other paperwork, correspondence or phone calls involved with the pursue of a debt. This fee is non-refundable, and represents the additional time spent pursuing overdue invoices.

[e] *A.M.P* reserves the right to suspend ongoing services, such as (but not limited to) the Downloadable Web Page or other distribution of pictures, once any invoice issued to a Client becomes overdue, and also reserves the right to inform the reason of this to third parties to whom this suspension of service affects.

5. On the Client's death or bankruptcy or (if the Client is a company) in the event of Resolution, Petition, or Order for Winding up being made against it, or if a Receiver is appointed, *A.M.P* may at any time thereafter inspect any records, accounts and books relating to the reproduction of our pictures to ensure that the pictures are being used only in accordance with the reproduction rights granted to the Client.

6. [a] *A.M.P* will select and edit from every take and deliver what is considered by *A.M.P* to be the best of every situation covered. Images will be supplied as JPEG digital images once only copied to disc or sent as email attachments up to a maximum digital capture size of 3888 x 2592 pixels, equivalent to 12.96 inches x 8.64 inches set at 300 pixels/inch. Duplicate discs, contact sheets or emails may be subject to a £25.00 administration fee plus related costs including postage and packaging.

[b] Please note that while every care will be taken in preparing any discs or email attachments provided, *A.M.P* will not in any event be liable for any incidental, consequential or special damages, however caused, including any software related damages or any hardware related damages, or any indirect damages arising from the use of any product and any files/data supplied by *A.M.P* or any subsequent files/data stored. *A.M.P* will endeavour to store copies of images, files or data supplied to the client, however *A.M.P* does not guarantee such a service therefore it is clients sole responsibility to back up and store any images, files or data supplied by *A.M.P*

[c] No addition to, deletion from or alteration to or adaptation of a picture (with the exception of standard colour corrections or CMYK conversions) may be made without the prior permission of *A.M.P*

[d] Unless a rejection fee has been agreed in advance, there is no right to reject on the basis of style, composition or editing.

7. [a] While *A.M.P* takes all reasonable care in the performance of this agreement generally, *A.M.P* will not be liable for any loss or damage suffered by the Client of by any third party arising from use or reproduction of any pictures or captions.

[b] The Client agrees to indemnify *A.M.P* in respect of any claims or damages or any costs arising in any manner from the reproduction without proper reproduction rights of any picture supplied to the Client by *A.M.P*.

[c] It is the Client who must satisfy themselves that all necessary rights, model releases or consents, including parental or guardian consents with reference to photographing minors, which may be required for reproduction are obtained and it is acknowledged that *A.M.P* gives no warranty or undertaking that any such rights, model releases or consents, including parental or guardian consents with reference to photographing minors, have or will be obtained whether in relation to the use of names, people, trade marks, registered or copyright designs or works of art depicted in any picture. In the event that the picture issued or reproduced by or with the authority of the Client then the Client shall indemnify *A.M.P* against any loss or damage, proceedings or costs where such rights, releases or consents, including parental or guardian consents with reference to photographing minors, have not been obtained.

8. The Client acknowledges that *A.M.P* is insured for limited Public/Products Liability and limited Professional Indemnity however it is the Clients responsibility to request in writing increased limitations for insurance cover before the booking is confirmed. The Client agrees to indemnify *A.M.P* in respect of any claims or damages or any costs arising in any manner which exceed the stated insurance cover.

9. [a] This agreement shall be subject to and constructed according to English law and parties agree to accept the exclusive jurisdiction of the English Courts.

[b] No variation of terms and conditions set out herein shall be effective unless agreed in writing by both parties.

PAYMENT:

Payment should normally be made by crossed cheque made payable to 'Paul Kyte'. BACS details can be supplied upon request. Proof of postage of remittances is not considered proof of receipt, and Clients are advised to send payment by any method affording proof of delivery.

Please note that a larger print version of this document is available upon request