

HI-LITE SPORTS PHOTOGRAPHY

CUSTOM SPORTS PHOTOGRAPHY

IMPORTANT INFORMATION FOR TEAM MANAGERS

TEAM ORDERS: ** Please note the following procedures.**

Information for team managers

- ***All members of the team must receive the same package. A "shoot fee" will be applied if less than 75% of your team receives a team package.***
- Shoot fees will vary and are dependant upon the number of team players and the package requested. Standard Shoot Fees start at \$100.00.
- ***All orders will be billed on one invoice through your team/team manager.*** Additional packages/photos may be available to team members who wish to supplement their team order; submit payment for additional photos to your team manager as all orders will be invoiced through your team.
- Photo proofs will be posted on the website for approval before processing.
- Balance is due upon receipt of order. Cheques may be made payable to either Hi-Lite Sports Photography or Terry Seto.
- It is not uncommon for an average team of 15 players to contain a portfolio of 600-750 images, or 40-50 images per player. From these photos, there is usually only about 10% that we deem as acceptable. Unlike posed photography, action photography requires considerably more attempts to capture a desired image. ***We encourage teams to book our services as early as possible as we would require least 4 to 5 games in order to capture all of your players. Teams booking late in a particular season may not be accommodated.***

To serve you more efficiently, please provide the following information:

1. Team information: Name, division, tier or level
2. Contact person: Name, phone number, email address.
3. Photo order particulars: Package, Format, quantity, custom photos.
4. Team roster complete with jersey numbers. ***Please ensure the correct spelling of all players, coaches, managers and any other individuals to be included in photos.***
5. Schedule of league games, tournaments and practices.
6. A date for team photo (if required).
7. Completion date.

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IMPORTANT INFORMATION FOR INDIVIDUAL CLIENTS

INDIVIDUAL CLIENTS: ****Please note the following procedures.****

Information for Individual clients

- Due to the nature of action/sports photography, we require at least 4 to 5 games in order to capture individual images. We encourage clients to book our services as early as possible, as we only service a limited number of teams/clients per season. Clients booking our services late in a particular season may not be accommodated.
- **Individual clients will be subject to a "sitting or shoot fee".**
- Shoot fees will be waived on individual orders over \$350.00
- Shoot fees will vary and are dependant upon the client's requirements.
- Shoot fees will be required as a ***non-refundable retainer*** for services and is in addition to any photos or photo packages purchased.
- Shoot fees are due prior to the first photo session.
- Balance is due upon receipt of order. Cheques may be made payable to either Hi-Lite Sports Photography or Terry Seto.

To serve you more efficiently, please provide the following information:

1. Player information: Name, jersey number, team, division, tier or level
2. Contact person: Name, phone number, email address.
3. Photo order particulars: Format, quantity, custom photos.
4. ***Please ensure the correct spelling of all names.***
5. Schedule and location of league games, tournaments and practices.
6. Completion date.

Thank you for choosing ***Hi-Lite Sports Photography.***