



FREE TEMPLATE · NO EMAIL REQUIRED

Services Agreement.

The photo and video contract structure Suubi Media actually sends.
Fill the brackets, delete what does not apply, have a lawyer in your
state read it before you sign anything real.

READ THIS BEFORE YOU USE IT

This is a starting point, not legal advice. Nathan Berg is a photographer and filmmaker, not an attorney. Contract law, non-refundable retainers, late-fee limits and rights of publicity all vary by state. Have a lawyer licensed where you work review this document before you put it in front of a paying client, especially sections 5, 9, 10 and 11.

Nine questions decide whether an agreement holds up in the awkward conversation four months from now. Answer these clearly and the exact wording matters far less than people think.

1. **Who is hiring whom**, with real legal names, entity names and addresses.
2. **Exactly what gets delivered** — how many images, how long the film runs, what file format, by what date.
3. **What it costs**, when each part is paid, and what happens when it is not.
4. **What happens if either side cancels**, at several distances from the date.
5. **Who owns the copyright**, and precisely what the client may do with the files.
6. **Whether you may show the work** in a portfolio.
7. **What happens if you are ill**, in a crash, or your card fails.
8. **How much you are on the hook for** if something goes badly wrong.
9. **Who else can be there**, and what you need from the venue.

Two moves in here worth stealing

Coverage window, not date and time. Section 2 says Coverage Window rather than Date and Time on purpose. It makes your call time unambiguous and stops a 9pm doors-open time turning into an argument about when your clock started.

The visible discount. Section 4 prints your standard rate, crosses it out, and names the reason for the courtesy price. A silent discount teaches a client your work costs less. A visible one documents the real number, makes the deal read as generosity, and hands you a written anchor for booking two.

WHERE PEOPLE GET BURNED

- **No retainer.** If the date is not paid for, it is not booked, and you find that out in the worst possible week.
- **Non-refundable** has to actually appear in writing, and the money has to genuinely be a fee for reserving the date.
- **Unlimited liability.** Section 10 is four lines and it is the most important paragraph in the document.
- **Vague delivery.** "Some photos, soon" is how a client ends up expecting 900 images in a week.
- **No portfolio clause.** Then you shoot the best work of your year and cannot show a soul.

Send it as a PDF with an e-signature link, not as an attachment to argue about. Any of the common e-sign tools costs less per month than one unpaid balance.

1 PARTIES

PHOTOGRAPHER	[YOUR LEGAL NAME OR BUSINESS], of [ADDRESS], [CITY, STATE ZIP] — "the Photographer"
CLIENT	[CLIENT LEGAL NAME OR ENTITY], of [ADDRESS], [CITY, STATE ZIP] — "the Client"
CONTACT	[EMAIL] · [PHONE]
AGREEMENT DATE	[DATE]

2 EVENT & COVERAGE DETAILS

EVENT	[WHAT IT IS]
VENUE	[VENUE NAME, FULL ADDRESS]
DATE	[DAY, MONTH DD, YYYY]
COVERAGE WINDOW	[START TIME] to [END TIME], [N] hours
ARRIVAL	Photographer arrives [N] minutes before the window; the coverage clock starts at [START TIME]
DAY-OF CONTACT	[NAME, PHONE]

3 PACKAGE & DELIVERABLES

The Photographer will provide [DESCRIBE THE COVERAGE]. The Client receives:

- [NUMBER or "full gallery, no cap on image count"] edited, colour-corrected high-resolution images, delivered by private online gallery.
- [AND/OR] one edited film of approximately [N] minutes, delivered as an H.264 MP4 file.
- [AND/OR] [N] short vertical clips formatted for Reels, TikTok and Stories.
- A preview set of [3–5] finished images or one clip within [48] hours of the event.

NOT INCLUDED

Raw or unedited files. Same-day delivery. Printing, albums or physical products. Coverage outside the window in section 2. Travel beyond [N] miles. Any of these can be added in writing at the rates in section 8.

Editing style is at the Photographer's discretion, consistent with the portfolio the Client has already seen.

4 RATE BREAKDOWN & DISCOUNT

LINE ITEM	STANDARD	CHARGED
[Coverage, N hours on site]	\$(000)	\$(000)
[Editing and delivery]	\$(000)	\$(000)
[Travel, round trip]	\$(000)	\$(000)
[Rush booking / expedited delivery]	\$(000)	\$(000)
Total	\$(0,000)	\$(0,000)

Client savings on this booking: **\$(000)**. This is a [first-time client courtesy / multi-date / off-season] rate applying to this event only. Standard rates apply to future bookings. No sales tax is included or added.

Delete the Standard column entirely when there is no discount. Never show a crossed-out number you would not actually charge.

5 PAYMENT TERMS

- A non-refundable retainer of **\$[000]** ([50]% of the total) is due at signing. **The date is not reserved until it is received.**
- The balance of **\$[000]** is due [on or before the event date / on delivery, Client's choice]. [Final gallery is released once the balance is paid.]
- Accepted methods: [Zelle / Venmo / bank transfer / card]. Card payments may carry a [N]% processing fee.
- Invoices unpaid [15] days past due accrue [RATE, if lawful in your state] per month.
- Travel beyond [N] miles, parking, permits, rentals and accommodation are billed at cost and agreed in writing in advance.

6 TIMELINE & DELIVERY

- Preview set within [48] hours of the event.
- Full delivery within [5–7 / 7–10] business days, on or before **[DATE]**.
- Gallery stays live for [90] days from delivery. Restoring it after that is \$[50].
- The Client is responsible for downloading and backing up their files. The Photographer keeps delivered files for [6] months and is not obliged to keep them longer.

7 REVISIONS

One round of revisions is included, covering up to [10] selected images or one pass of film notes. Requests are due within [14] days of delivery. Additional rounds are \$[75] each. Revisions cover colour, crop and selection; they do not cover reshooting or restructuring an approved edit.

8 OPTIONAL ADD-ONS

Additional coverage past the window	\$[000] per hour
Rush delivery	\$[000]
Raw footage or unedited files	\$[000]
Second shooter	\$[000]
Extra vertical clips beyond [N]	\$[000] each
Extra revision round	\$[000] each

9 CANCELLATION & RESCHEDULING

- If the Client cancels, the retainer is not refunded and nothing further is owed.
- If the Client cancels within [14] days of the date, [50]% of the total is due.
- The Client may reschedule once, with [14] days written notice, to a mutually available date within [6] months. The retainer transfers.
- If the Photographer cannot perform through illness, injury or emergency, the Photographer will make reasonable efforts to find a replacement of comparable standard. If none is found, all money paid is refunded, including the retainer. The Photographer's total liability in that event is limited to the amount paid.

10 COPYRIGHT & USAGE

- The Photographer owns the copyright in all images and footage created, as author of the work.
- The Client is granted a perpetual, non-exclusive, worldwide licence to use the delivered files for [personal use, printing and organic social / any business and marketing purpose including print, web and paid advertising].
- The Client may not resell, sublicense or transfer the files to a third party — including sponsors, brands, venues or other promoters — for that party's own commercial use without written permission.
- The Client may crop and straighten. Filters or edits that materially change the colour require permission.
- The Photographer may show the work in a portfolio, website, social media and competition entries. [] The Client requests the work is not published.
- [Sensitive-event carve-out: because this is a [military / private] function, the Client may ask in writing that specific images, or the whole set, stay out of public use.]

11 ON THE DAY

- The Client will provide access from [TIME], a point of contact, parking, and a list of must-have shots at least [3] days out. A meal is provided for coverage over [5] hours.
- The Photographer will follow the reasonable rules of the venue and is not responsible for shots made impossible by venue restrictions, weather, or the actions of other people present.
- The Client is responsible for obtaining permission for the Photographer to work at the location, and for any venue permit or vendor form.

12 LIMIT OF RESPONSIBILITY

In the event of equipment failure, data loss, or any other failure to deliver, the Photographer's total liability is limited to the total fee paid under this agreement. Neither party is liable for indirect or consequential losses.

13 GENERAL TERMS

- This agreement is the whole agreement between the parties and replaces earlier conversations, quotes and messages.
- Changes must be in writing and signed by both parties.
- The Photographer works as an independent contractor, not an employee, and carries their own insurance and taxes.
- This agreement is governed by the laws of [STATE].

14 SIGNATURES

By signing below, both parties confirm they have read and agree to every section of this agreement.

PHOTOGRAPHER — SIGNATURE

DATE

PHOTOGRAPHER — PRINTED NAME

BUSINESS NAME

CLIENT — SIGNATURE

DATE

CLIENT — PRINTED NAME

ENTITY, IF BOOKING THROUGH ONE

Free to use, change and send under your own name. You do not need to credit Suubi Media. You do need a lawyer to read it before it holds real money.