

### **Enquire**

Before I can give a quotation there are a few pieces of information I need, such as the wedding date, time and location, along with your desired level of photography coverage. I have a prices guide available on my website ([www.kirstylegg.co.uk](http://www.kirstylegg.co.uk)) under the Services/Prices tab. I will give a quotation over the phone or in an e-mail.

### **Complimentary Consultation**

The next step would be for us to meet in person, or over the phone where necessary. We will discuss the main aspects of your big day, and I will give you a wedding photography demo DVD containing samples of my work from real weddings. I will also give you a copy of my wedding contract agreement form which can be read at your leisure. The consultation is also an ideal opportunity to ask any questions you have, and for us to get to know each other. You are under no obligation to book myself at this stage – please feel free to enquire with other photographers before making your decision.

### **Securing the Service**

The next step in securing me as your photographer is to arrange a deposit. I ask for a 50% deposit to be paid before I can save your wedding date. Once a deposit is received, the date is penned in my diary and you are guaranteed coverage. I also require a signed copy of the wedding contract agreement upon booking my photography services.

### **Checking In**

I usually contact couples a few days ahead of the wedding just to make sure there are no large changes to the day and that everything is running smoothly. We will confirm the arrangements and times, and we will take the time to go over any questions you may have.

### **The Big Day**

The day is finally here! I will provide the photography services that we have discussed previously without causing any delays or disruptions, in a friendly, approachable yet professional manner. Shortly after the First Dance, I will leave you to celebrate your evening with those who matter most! If you would like me to send a wedding photograph for publication in the local newspaper, I will do this within 3 days.

### **Seeing your Photographs**

Within two weeks after your wedding date I will contact you with an update on the progress of your wedding photographs. We will arrange a date and time for a preview of your images, which usually takes place at my photography studio located in Dundee city centre. We will view your photographs as a slideshow set to music. We will then discuss any minor changes you may like, and a timescale for your final wedding package to be delivered. Photo-books and albums are discussed at the preview and cannot be ordered until full payment has been made.

### **Additional Services**

If you do not require any changes to your CD/DVD slideshow you are welcome to take your photographs home providing the full balance has been cleared. Feel free to enquire about extra albums, prints, photo-books or CD/DVDs. I can also provide a password-protected website gallery for your far-flung friends and family to access and view your photographs.