



## RATE SHEET

### ON-SITE TEAM HEADSHOTS (PG. 1) EVENT HEADSHOTS (PG. 2)

#### ON-SITE TEAM HEADSHOTS

<b>UP TO 3 PEOPLE</b>	LOS ANGELES AREA (**WITHIN 20 MILES OF THE <b>STUDIO ADDRESS</b> )	\$400
<b>UP TO 3 PEOPLE</b>	GLENDALE, BURBANK, PASADENA ONLY	\$350
<b>EACH ADDITIONAL PERSON</b>	NO DISCOUNTS OR CREDITS FOR CAVEATS	\$55
<b>CREDIT CARD FEE</b>	PROCESSING FEE	3%

#### WHAT'S INCLUDED:

- Mobile studio setup at your office:
  - Background options include shades of gray, white, or other primary colors (blue, red, yellow, etc.).
- Around a 5-minute mini-session per person.
- Around 15-30 studio-quality photos created per person.
- **White-glove service:**
  - Online proof gallery provided to select one retouch per person.\*
  - Turnaround time for proof gallery is 2-3 business days (a few days longer for teams of 10 or more).
  - Retouched photos provided 2-3 business days after selection is received, per person.
    - Extra photos also provided without retouching (JPEG sized at 2,500 DPI long edge)

#### LIMITATIONS / REQUIREMENTS

- Each person must be scheduled consecutively, no more than 10 minutes apart.
- Must be completed on the same day between approximately 8 AM – 6 PM.
- Lunch break for up 60 minutes, if on-site 4+ hours.
- \*\*Travel more than 20 miles from studio address is an additional custom fee.
- Expenses (parking, etc.) are additional.
- Deposit required to reserve a day (10% or \$150, whichever is higher).
  - Refundable with at least 72 hours written notice (email).
- While not required, an open space of at least 12 x 12 feet with 10-foot tall ceilings to maximize results. If your space is smaller, inform the studio prior to booking.
- Access to an electrical outlet may be necessary.
- Online galleries are available for up to 6 weeks and are then removed, for storage cost reasons. If chosen retouches are not made within this time, an additional cost may be incurred to setup galleries again.

## EVENT HEADSHOTS

See point below in blue text – a 50% rate discount may apply to the fees below

# OF PEOPLE	MAX HOURS ON-SITE	FEE (DOES NOT INCLUDE RETOUCHING / EDITING)
10-20	2	\$1,200
21-30	3	\$1,400
31-40	4	\$1,500
41-50	5	\$1,650
51-75	6	\$2,250
76-100	7	\$3,000
101-150	8	\$4,000
151-200	9	\$5,000

3% additional fee if paying by credit card.

### WHAT'S INCLUDED:

- Mobile studio setup at your event:
  - Background options include shades of gray, white, or other primary colors (blue, red, yellow, etc.).
- 15 second to 2-minute mini-session per person, depending on max # of people in a day.
- Around 5-10 studio-quality photos created per person.
- Digital photo galleries created per person to download headshots (JPEG sized 2,500 DPI long edge).
  - Allows project manager to ensure privacy by sharing / forwarding individual digital galleries per person instead of each person seeing everyone's photos in one unified gallery (**some people prefer others not see their headshots - also ensures a white-glove experience**).
  - **50% discount can be applied to the above rates if opting for one gallery with everyone's photos in a single gallery.**
- Turnaround time for digital galleries is 3 business days to 2 weeks, depending on the number of people.
- Retouching not included but can be purchased per person for \$25 each.

### LIMITATIONS / REQUIREMENTS

- Minimum rate is set based on combo of # of people and time on-site and cannot be later downgraded
- Rate may increase if max people is exceeded at the event (the next tier rate in the table above)
- Rate may increase if time on-site exceeded at the event (\$25 per 15 minutes, minimum)
- Must be completed on the same day, between approximately 8 AM – 8 PM.
- Lunch break for up 60 minutes, if on-site 4+ hours.
- \*\*Travel more than 20 miles from [the studio address](#) is an additional custom fee.
- Expenses (parking, etc.) are additional.
- Deposit required to reserve a day (10% or \$150, whichever is higher).
  - Refundable with at least 72 hours written notice (email).
- While not required, an open space of at least 12 x 12 feet with 10-foot tall ceilings maximizes results. If your space is smaller, inform the studio prior to booking.
- Access to an electrical outlet is necessary.
- NOTE: This does not cover event photography, such as candid photography at a company party or group shots and is only for studio-style headshots.
- Online galleries are available for up to 6 weeks and are then removed, for storage cost reasons. If chosen retouches are not made within this time, an additional cost may be incurred to setup galleries again.

### KEY DIFFERENCES BETWEEN ON-SITE TEAM HEADSHOTS AND EVENT HEADSHOTS

- White-glove service individual galleries and retouching included with team headshots.
- More in-session time per person (5 minutes for team headshots vs 1 minute for event headshots).
  - More photos (around double) to choose from to select a retouch (for team headshots).
  - More posing guidance provided by the headshot photographer.