



RATE SHEET

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

ON-SITE TEAM HEADSHOTS

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

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.

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.