

CLIENT INFORMATION

Client _____ Contact _____
Email _____ Website _____
Phone _____ Fax _____ Reference _____
Address _____

TRACKING INFORMATION

How did you hear of me? _____

JOB DETAILS

Total number of images required _____ Has the budget been established? _____

Shoot date, time and location _____

On-site contact and phone _____

Usage requested (purpose, size, territory, period, special conditions) _____

Format required (CD/DVD/FTP, file type, dimensions, resolution, RGB/CMYK) _____

Deadline for supplying material to client _____

Additional notes _____

ACTION STEPS

Estimate with licence description and terms sent _____ How? _____

Important Note: In order to retain copyright you must supply AIPA Terms & Conditions before undertaking an assignment

Shoot confirmed _____ On-site contact notified _____

Any last minute changes? _____

Initial edit supplied _____ Client selection made _____

Final material delivered _____ Courier reference _____

Followed up _____ Client feedback _____

Invoiced _____ Payment received _____