

Client Contracts

Purpose and Scope

This policy explains how and when ZoomSnap manages contracts with clients. This does not include vendor contracts.

Responsibility

Kelly Smith, founder of ZoomSnap is responsible for this policy. All photographers on the team are responsible carrying out this policy.

Definitions

- **ZoomSnap Photographer:** photographers who are employees or freelance subcontractors for ZoomSnap.
- **Clients:** individuals, businesses/corporations, or events that request services from ZoomSnap photographers.

References and Related Documents

- Personal Contract ([ADMIN-DOC-PersonalContract.pdf](#))
- Corporate Contract ([ADMIN-DOC-CorporateContract.pdf](#))
- Event Contract ([ADMIN-DOC-EventContract.pdf](#))
- Contract Checklist ([ADMIN-CHK-ContractChecklist.pdf](#))
- Contract Amendment ([ADMIN-DOC-ContractAmendment.pdf](#))

Policy

1. Contract Creation

All contracts will be prepared by Finch & Gambini, ZoomSnap's legal team, in accordance with governing laws.

2. Contract Review

Contracts will be reviewed by ZoomSnap's staff every two (2) years from the date of issue. Amendments will be made by the legal team.

3. Requirement for Written Agreement

All photography sessions whether personal, commercial, or event-based require a signed contract before any work begins. Verbal agreements are not binding. No booking is considered confirmed without a signed contract and, where applicable, a paid retainer.

4. Retainers

A non-refundable retainer of 50% of the total fee must be paid when the contract is signed to secure services. The retainer is applied toward the final balance.

5. Non-Payment of Retainers

Clients have up to 14 days after the contract is signed to pay the retainer or their contract will be voided and their service request cancelled.

6. Contract Storage

Signed contracts (digital or physical) will be stored securely for a minimum of seven years for legal and tax compliance.

7. Amendments

Any changes to the contract (e.g., revised timelines, added services) must be agreed upon in writing and signed by both parties before taking effect.

Any printed or distributed documents are considered Uncontrolled. Use only the current version in local electronic file location.

Change Log

Changes**Date**

Changed legal team from Matlock & Woods to Finch & Gambini

2024-09-25

Review

List the people that review your procedure and the date they reviewed. Generally, it is department or team leader signing on behalf of the department or team.

Reviewed by**Date**

Alex Jones, Office Manager, ZoomSnap Photography

2024-09-28

Kelly Smith, Founder ZoomSnap Photography

2024-09-29

Approval

Typically, the business owner approves.



2024-09-29

Approved by

Date

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