

Queries and Bookings:

Queries and Bookings can be submitted via either:-

Telephone: 07887 572022

Email: info@thru-a-lupe.co.uk

Website Contact form: www.thru-a-lupe.co.uk

TPS request that bookings be made with 5 business working days notice although TPS will make every effort to accept bookings made within a shorter time frame where possible.

Should a query/booking be made for an event happening on that same day then a 'same day' charge will be applicable (see below).

No deposit is necessary.

If a purchase order number is applicable, please forward this at the same time as confirming booking.

Charges:

Location shooting - **£40 per hour**

- **£55 per hour** under an 'Assigned Copyright' licence

Photo editing - **£20 per hour**

- **£30 per hour** under an 'Assigned Copyright' licence

for a maximum of 4 hours total on standard jobs (where photographic shooting extends to more than 1 consecutive business working day then 4 hours editing per day is applicable by prior arrangement with the client)

For example: if a shoot take 5 hours and 5 or more hours editing is applicable the client only pays for 4 hours editing time. If a shoot takes 1 hour and the editing time is also 1 hour then the client only pays for 1 hour editing time.

'Same Day' Charge – **£25** (if a booking is made for an event on that same day then this charge is applicable)

Mileage - **£0.40p per mile** (applicable to travel over and above a 15 mile radius from TPS base in Exeter Devon – by prior negotiation with client)

Payment:

Invoicing for work completed will be submitted to the client at the same time as the image submission.

Payment must be made within 30 Business working days (unless agreed by prior arrangement)

There will be a 3% per month interest charge on late payments effective 60 days after the invoice date.

Payment can be made by cheque made payable to: Jon Robinson - Pratt
And sent to: 24 Coleridge Road, Exeter, Devon, EX2 9BZ

If BACS transfer is a preferred form of payment then please contact via email or telephone to obtain account details.