



- **Scheduling:** Please contact FocalPoint via telephone (405.226.8768) no less than 24 hours before your preferred shoot time. Scheduling is on a first come first serve basis and earlier notice will help ensure availability of schedule. A typical session will take between 1 and 2 hours to complete. Most homes can be shot in 1.5 hours or less, although some shoots may take longer depending on square footage, features, and photo requirements (lighting, video, setup, etc).
- **Photography Session Cancellation Policy:** If cancellation or rescheduling is necessary, please attempt to provide 24-hour notice. There is no charge for cancellation as long as the cancellation happens before the photographer has traveled to the destination. If destination has been traveled to and no shoot takes place due to the property not being ready, not able to be accessed, or for any other reason, a \$50.00 trip fee may be imposed.
- **The Session:** The homeowner or someone authorized by the homeowner (the agent) should be present at the shoot to give access to the home and to discuss any special considerations such as special features desired to be included or excluded in shots. FocalPoint will not be able to shoot any homes without the homeowner or agent present unless the property is vacant and access to the home has been granted.
- **Photo Delivery:** Once the photos are completed they will be edited and optimized for quality and delivered via download link within 24 hours. You will receive an e-mail with a download link and instructions for retrieving your photos at which point the photo rights and usage agreement described below is in full effect.
- **Photo Rights and Usage:** FocalPoint LLC is the intellectual and creative property owner, and owns the copyright to all images and video produced. All photos or video produced for the client may be used by that client for all marketing associated with the current sale of the property in accordance with this document. Please note that images and/or video provided are granted use only to the client and NOT to the benefit of any third party. As this work is intended by FocalPoint LLC for the client as signed below, any usage of the photos and/or video by a third party, including but not limited to other architects, builders, stagers, designers, sellers, agents, or for use in any print or Internet publication except for the direct marketing of the subject property is prohibited unless approved in writing by FocalPoint LLC. All media produced by FocalPoint LLC is protected by Federal Copyright Law and may not be reproduced in any manner without explicit written permission. This includes any editing that detracts from or alters the originally delivered content, or watermarking that claims credit for works. The client will have limited use of the resulting media which may be used as described. The client must obtain written permission from and compensate FocalPoint LLC prior to the client, or its representatives publishing/selling the media for profit. This includes but is not limited to any photos or video used as cover shots for real estate and/or any marketing publications both printed and online, or other forms of marketing not directly associated with the listed property must also include a credit to the photographer (FocalPoint Real Estate Photography).

By initial, I _____ understand and agree to the terms as described above.
Agent Name

Agent's Initial: _____