[INSERT WEDDING PHOTOGRAPHY ENTITY NAME]

[INSERT COMPLETE LOCATION OF THE WEDDING PHOTOGRAPHY ENTITY]

[INSERT COMPLETE CONTACT DETAILS]

[INSERT WEBSITE OF WEDDING PHOTOGRAPHY ENTITY]

**[INSERT WEDDING PHOTOGRAPHY ENTITY NAME]**

**PHOTOGRAPHY QUOTATION**

[INSERT NAME OF RECIPIENT]

[INSERT ADDRESS OF RECIPIENT]

[INSERT DATE]

Dear [INSERT SURNAME OF RECIPIENT],

Saying “I do” to your special someone is one of the most memorable moments of your life. Capturing these moments will make everything very special, thus, [INSERT WEDDING PHOTOGRAPHY ENTITY NAME] offers to capture your special moments to make it even more memorable.

We at [INSERT WEDDING PHOTOGRAPHY ENTITY NAME] would like to ensure that your dream wedding go smoothly. [INSERT WEDDING PHOTOGRAPHY ENTITY NAME] focuses on the details. Elegance and simplicity are our trademarks in capturing your special moments.

We are sending you this Wedding Photography Quotation so that you will consider making us a part of your big day! If you do have some inquiries on this matter, you may reach [INSERT NAME OF PERSON] and contact him/her at [INSERT CONTACT DETAILS]. You may also visit our main office located at [INSERT COMPLETE LOCATION].

We hope to be hearing from you soon!

All the best,

[INSERT NAME OF PERSON]

[INSERT JOB TITLE]

[INSERT CONTACT DETAILS OF THE PERSON]

**ABOUT [INSERT WEDDING PHOTOGRAPHY ENTITY NAME]**

[INSERT WEDDING PHOTOGRAPHY ENTITY NAME] started out in the year [INSERT YEAR] and was founded by [INSERT NAME OF FOUNDER]. Initially, the company limited its services to [INSERT WHAT EVENTS], until it expanded and included wedding events in its package.

[INSERT WEDDING PHOTOGRAPHY ENTITY NAME] has already been capturing magical moments for almost [INSERT NUMBER OF YEARS]. With this length of experience, our clients can expect the highest standard of quality in our offerings and services.

**SERVICES OFFERED**

Our price listing system will depend on the type of service that you would like to avail. The following will be the breakdown of expenses:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TYPE OF SERVICE** | **INCLUSIVES** | **RATE PER HOUR** | **HOURS CONSUMED** | **TOTAL AMOUNT** |
| WHOLE DAY COVERAGE  (FROM THE CEREMONY UNTIL RECEPTION) | * PHOTO AND VIDEO COVERAGE * SOFT AND HARD COPIES * DVD | $0.00 | 00 | $0.00 |
| WHOLE DAY COVERAGE  (FROM THE CEREMONY UNTIL RECEPTION) | * PHOTO AND VIDEO COVERAGE * SOFT AND HARD COPIES * DVD * SAME DAY EDIT | $0.00 | 00 | $0.00 |
| HALF DAY COVERAGE ONLY | * PHOTO AND VIDEO COVERAGE * SOFT AND HARD COPIES | $0.00 | 00 | $0.00 |

A booking schedule must be made by the client to [INSERT NAME OF THE WEDDING PHOTOGRAPHY ENTITY]. Since we only have a limited team of photographers, we really have to ensure that your wedding date does not coincide with that of another client’s.

The booking schedule is a first come, first serve basis. We do prioritize those who booked us earlier and made a down payment of [INSERT PERCENTAGE] from the total amount of the entire package selected.

**TERMS OF PAYMENT**

[INSERT NAME OF THE WEDDING PHOTOGRAPHY ENTITY] prefers cash to be delivered to the main office which is located at [INSERT COMPLETE LOCATION]. Money order or check paid to the order of the company may also be made by the client.

In the event that the client issued a bad check or when the check is being dishonored by the bank, the client is liable to pay all the bank charges, plus the penalty owed to the company and other charges that may be levied by the bank.

**BUSINESS FORM**

If you have decided to partner with us on your big day, please fill in the information needed below:

|  |  |
| --- | --- |
| Name of Client: |  |
| Address: |  |
| Contact No.: |  |
| Email Address: |  |
| Package selected: |  |
| Down payment: |  |

If you still have inquiries and other matters that you would like to verify, you can contact [INSERT CONTACT NUMBER] and look for [INSERT NAME OF THE PERSON].

Thank you for choosing us!