What to have in writing before you pay the deposit

Check each item off when it is settled.

- [ ] The studio's name, the date, the start time and the locations
- [ ] The package with everything it includes and the total price
- [ ] The deposit amount, and that it counts toward the total
- [ ] The installment dates and the date the balance is due
- [ ] What happens if you cancel, depending on how long before the event
- [ ] How many times you can change the date, and with how much notice
- [ ] What happens if the photographer gets sick or can't make it
- [ ] The usual delivery time, when it starts counting and how long your files are kept
- [ ] The receipt for your deposit