

# Client Welcome Guide

Thank you for booking with [Studio name]. This guide covers what happens between now and the day your photos arrive, and how to review, approve and download them. Keep it handy, and get in touch about anything it doesn't answer.

## 1. How it works

Booking: you sign the agreement and pay the deposit, and your date is held.

Planning: about [number] weeks before the shoot, we talk it through, using your answers to our questionnaire.

The shoot: [Shoot date] at [Location].

Review: about [number] days after the shoot, you receive a private link to your photos.

Final photos: once you approve, the full-size photos are ready to download on the same link.

## 2. Before the shoot

What to wear: [solid colors, nothing with large logos or fine stripes, and a second outfit if you like].

What to bring: [products, props, a change of clothes, anything with your brand on it].

Getting the space ready: [clear surfaces, open the blinds, move cables and clutter out of view].

Please tell us before the day about anything that might change the plan, like a new location or extra people.

## 3. On the day

Please be ready at [start time]. We need about [number] minutes to set up before we start.

The shoot runs about [number] hours. [Name the people who need to be there, and when.]

If you are running late, call or text [phone number] so we can adjust the plan.

## 4. Reviewing your photos

You will receive a private link by email. Open it on your phone or computer. There is no account to make and nothing to install.

Tap the heart on the photos you love. If something in a photo should change, tap that spot and leave a note, like "remove the sign in the background."

Share the link with anyone else who should see the photos, and please send your favorites and notes by [date].

## 5. Approving and downloading

When everything looks right, press Approve on the same page. The watermark comes off and the full-size photos are ready to download.

Download full size for printing, or a smaller copy for email and the web.

The link stays open until [date]. Please save your photos somewhere of your own before then, like your computer and a backup drive.

## 6. Using your photos

You may use your photos for [personal use / your business's marketing, in print and online], as set out in our agreement. Please credit [Studio name] where you can. If you would like to use them for something else, like paid advertising, please ask first.

## 7. Questions

Email [email address] or call [phone number]. We usually reply within [number] business days.