



Pre-Shoot Preparation Checklist

By using our services, you acknowledge that you have agreed to become a party to, and legally bound by our [Terms and Conditions](#).

Preparing the home/business prior to the scheduled Photoshoot is the single most important thing that can be done to ensure that the images will look their best. Please complete ALL of the tasks below if possible; starting from top to bottom in order of importance. For best results, hire a Professional Stager.

Real Estate Agents... Please feel free to print this Checklist and provide it to your clients. By completing this checklist, it will ensure the lowest invoiced amount possible.

- Clear driveway and curb of all vehicles and trash bins
- Vacuum the carpets, sweep floors
- Make the beds
- Remove ALL pet beds, food/water bowls, cages, etc...
- De-clutter each room
- Clear the kitchen countertops of coffeepots, toasters, dish racks, spice racks, etc...
- Clean the surfaces of all appliances
- Clear bathroom countertops of used soap, soap dishes, tissue boxes, **ALL** toiletries including tooth brushes, perfumes, razors,
- Clean the bathroom mirrors and shower doors. Remove towels, shampoo bottles, soap, razors, washcloths, floor mats, etc
- Remove all visible waste bins
- Groom the lawn and gardens
- Clean the patio
- Wash the windows
- Open the curtains
- Turn on every light
- Remove excess furniture from all rooms

**At the discretion of the Photographer, any property that does not meet most or all of the items on the checklist may be rescheduled for a later date. A \$100 rescheduling fee will be charged and is due on the same day the shoot is cancelled. If the checklist is nearly complete, but some items remain, the Photographer may decide to complete the checklist himself in order to resume the photoshoot that day. Fees WILL apply.

The Day of the Photoshoot

The owner/manager or agent should be present at the shoot to give access to the property and to discuss the Pre-Shoot Form. While you are welcome to stay for the photoshoot, and watch the process, I do advise stepping out of the house or at least to the other side of the house for the time of the shoot. This is to allow the shoot to go as smoothly as possible.

Payment

Payment is due in FULL the day of the scheduled shoot. The photoshoot will NOT begin until payment is made in full. Please bring Cash or Check on the day of the photoshoot. All major Credit Cards are accepted as well, but are subject to a \$5.00 convenience fee.

Returned Checks

A \$50 fee will be enforced for any returned checks.

Deliverables

Once the project is processed, we will send you an email with a link as to where you go to retrieve them. Images are supplied to the agent in Jpeg format, optimized for the web at 900 x 600 px via YouSendIt.com. ALL services rendered will be emailed to the client no more than one week after completion.

Image Restrictions

This license is individual, non-transferable and non-exclusive. It gives you **limited** use of the images for print, internet and marketing. Please view the complete [**Terms and Conditions**](#) for a detailed description of the licensing terms of agreement.

All rights to the photographs are owned by Jonathan Tercero Photography and are entitled to all the commercial rights to the photographs (apart from the rights to protected buildings, works of art, objects or registered trademarks appearing on the photographs).

The granting of this license does not imply a transfer of ownership. USA copyright laws protect the photographs. Therefore, you are under the obligation to use the photographs like any other protected material. Any representation or reproduction other than the marketing of the property photographed, complete or partial carried out without the consent of Jonathan Tercero Photography WILL be considered a violation of the [**U.S. Copyright Act \(Title 17, United States Code\)**](#).

Details

We strive to complete and return the photos within seven business days. This will vary, however, depending on the number of photos requested, and the complexity of the images. For these situations, turn-around time may take upwards of 10 business days. However, if you pay for the **GUARANTEED** 3 day turn-around, then we will not sleep until your project is completed.

Terms and Conditions

You are responsible to view the complete [**Terms and Conditions**](#) document. By using our services, you acknowledge that you have agreed to become a party to; and legally bound by these terms and conditions.

Pricing Details

Prices and promotions are subject to change without notice. All current prices and promotions can be found on the website. There is a 1 hour minimum inside the immediate business area which covers the Santa Fe City Limits and immediate surrounding areas. Outside this area a travel fee will apply.

Travel Fee

Travel fees are charged in 1/4 hour blocks at \$25 per block. Travel fees are imposed for any project outside the Santa Fe City Limits.

**t3media reserves all rights to update this
Pre-Shoot Preparation Checklist at any time without notice.**