

# Lee Marshall Photography

## Event Booking Form

Do not use this form for School Proms/Leavers Balls



<b>Client Details</b>	
Contact Name	
Organisation/Company Name	
Address	
Email Address	
Daytime Telephone Number	Evening/Mobile

<b>Event Details</b> - Please provide all details for your event.	
Event Name & Type	
Event Date	Expected amount of guests?
Start Time	What time can we be on site?
End Time	
Event Venue & Address	

<b>Photograph Details</b> - Please select one photograph size that you prefer us to supply at your event.		
Size	Usual Price	<b>Charity Donation</b>
6x4" - Value size	<input type="text"/>	---
7x5" - Standard Portraits	£5.00	<b>£1.00</b>
9x6" - Quality Portraits & Sports	£7.50	<b>minimum £2.00</b>
12x8" - Equestrian & Motorsport	£10.00	<b>£3.00</b>
All prices include VAT @ 15%		

<b>Mounts</b> - Please select what type of photo mount you would prefer us to supply.		
Black card "strut" mount	<input type="text"/>	Free of charge
Embossed with your logo	<input type="text"/>	From £1 per mount
Custom mount	<input type="text"/>	Price on application

I/we hereby confirm that I/we wish to book Lee Marshall Photography to photograph my/our event as detailed above. I/we understand that should the booking be cancelled less than a week prior to the event a cancellation charge of £50 will be made.

**Signature**

  
  
  

**Name** **Date**

Please note that a space of 6x4 metres is required to set up our portable studio. For indoor events the venue must provide two standard office type desks for our computer equipment. A mains power outlet must be provided within 5 metres.

**Please return booking form to: Lee Marshall Photography, 27 Avington, Great Holm, Milton Keynes. MK8 9DG**