

## **Pie in the Sky Studios Booking Terms**

### **1. Cancellation fee:**

After committing to your shoot day, If your shoot days should be cancelled or moved you will be responsible for a cancellation fee.

The cancellation fee is 75% of your studio rental fee, *if* we turned other clients away for your shoot days.

### **2. Production Insurance:**

**If you are an existing client** we will check for your insurance certificate and let you know if we need a new one.

**If you are a new client or haven't worked with us for a little while** we will need a certificate of insurance with General Liability Coverage of \$2,000,000.00 listing Pie in the Sky Studios as an additional insured party.

### **3. Payment terms:**

Unless your quote states otherwise you have the option of paying COD for a 10% discount.

If you prefer 30 day terms please let us know when you book your days.

**If you are a new client** we will need your billing address for our records. If someone other than yourself will be handling your payment please forward their contact information when you book your days.

### **4. Payment Methods:**

Whether you are paying COD or 30 day terms, you have the options of paying by cheque, e-transfer, cash or credit card. We prefer cheque or e-transfer but are happy with whatever method works for you. If you choose to pay with credit card there is a 1.5% fee that will be added to your invoice or if you are paying COD your 10% discount becomes an 8.5% discount.

***If at any point you have any questions please feel free to call or email Tim or Ayda!***