

Photography Assignment

Date Submitted/		Quoted by		
Date of Photo S	Shoot/	Time of Shoot	AM/PM	
	Ch	eck one		
☐ Full Day	Half day: ☐ (Morning) or ☐	(Afternoon) Maximum 3 hours	Other	
	Ch	eck one		
	nts), Includes Advertising, POS/Pe only. CIA retains all copyrights.	OP, Media, Corporate and Web (Exc		
any usage. Unl	•	usages and no further permission by CIA retains all copyrights. (All unlim	CIA required for	
Assig	gnment Fee Quoted \$	Misc. Expenses \$		
Assignment description				
Assignment loc	eation			

Digital files will be delivered either on CD or DVD.

Client Contact Information:	
Name	
Email	
	Fax
Company	
Shipping Information:	
Name	Phone
Company	
Address	
Ship Via	Shipping Account No
Billing Instructions:	
Name	Phone
Company	
Charge to: Visa MasterCard Amex Card #: _ _ _ _ _ _	Card Expires (Mo/Yr): / _
Name of Cardholder (Please print)	Authorized Signature Date
Special Instructions	
Client Signature	Date

- **DATE WILL NOT BE SECURED** until CIA Stock Photography receives this completed, signed confirmation form, and 50% of fee in advance (Visa/MasterCard/Amex accepted).
- This quote honored for thirty (30) days.
- Client is responsible to supply shot list and layouts one week prior to shoot. (Fax to (704) 933-7422 or Email to mike@ciastockphoto.com)
- Please complete, sign and FAX to Manager, at (704) 933-7422.
- CIA Stock Photo, Inc. office number (704) 660-6447.