



Assignment Proposal

Prepared for:

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Table of Contents

Executive Summary	1
Contract	1
Agreement	1
Products	1
Delivery	1
Rights and Usage	2
Model Release	2
Budget	3
About the Budget	3
Schedule	4
Contact Information	5

Executive Summary

Contract

This contract contains the entire understanding between **Your Name** Photography and **Non-profit**. It supersedes all prior and simultaneous agreements between the parties. The only way to change or add to this agreement is to do so in writing, and providing the document is signed by all the relevant parties.

Agreement

These are the points on the agreement that **Your Name** and **Non-profit** have reached with regards to this assignment:

- **Non-profit** will [describe some of the basic/general points of your agreement]
- The dates for this assignment are:
- All the expenses for this assignment, such as, [describe them] are all funded by the **Non-profit**.
- After the assignment, and if the points of this contract are met by **Your Name**, the **Non-profit** will write and send a recommendation by email.

Products

These are the products that **Your Name** will provide as photographer:

- ✓ List the shots/products that you have understood as your assignment by your previous conversations with this non-profit.

NOTE: Write notes that can make even more clear what you understand about the “final products”. s

Delivery

During the week following June 20th, [explain the steps that you’ll take in order to delivery the products already established on the previous section of the contract].

You can specify also the type of format in which you will delivery the photographs of this assignment. Are you giving the RAWs? JPEG? How big? etc.

Payment

The payment is should be delivered in cash during [explain how you understood this important part of the deal] (Note: In case of incurring payment fees, the **Non-profit** will cover them)

The total amount of payment is detailed in the Budget section of this contract.



[Optional. I like to offer this!] In case that the points of this contract are not met, **Your Name** will refund the **Non-profit** by a check or wire... keep explaining this point.

Rights and Usage

Your Name will retain the copyright to all the photographs. Whenever they are used, they will be credited to him.

He will grant the **Non-profit** with unlimited rights to use or reproduce the photographs for which they have paid.

All photographs are being sold exclusively to the **Non-profit**, and cannot be used by other NGOs, Foundations, Organizations, etc.

[Again, these are specific terms of this contract. You will have to determine case by case how you want to approach this part of the contract]

Model Release

Your Name will be able to use these photographs for his portfolio, website, and advertising materials, but he won't be able to resell them. Every time he will uses them, he will have to give credit to the **Non-profit**.

Non-profit will provide an authorization letter (model release) to allow **Your Name** to use these photographs, as stipulated in the paragraph above.

[You decide which approach to take towards this topic. This is just an example]

Budget

About the Budget

This budget shows the assignment divided in hourly rate = \$your rate/1 hour. Your Name and the Non-profit have already reached an agreed upon price of \$you know! USD for the whole assignment.

* Although [number of shots, described in Products] photographs will be delivered as a minimum, at least number others will be post-processed to determine which are the best in each category.

Description	Quantity Images	Hours	Cost
Portraits - Head Shots	5	1	You Know
Environmental Portraits	5	2	You Know
Manufacturing products shots	20	4	You Know
Products shots	5	2	You Know
Editorial	5	2	You Know
Commercial Shots (Bonus)	0	0	You Know
Photo Essay	0	0	You Know
Editing & Post-processing*	200	5	You Know
Total	240	16	
Subtotal			\$0.00
Discount			You Know
Total			

Schedule

Date	Task
June 18	You Know
June 19	You Know
June 20	You Know
June 20	You Know
June 22	You Know
June 23-June 30	You Know
June 10	You Know



Contact Information

The best way to communicate with **Your Name** is by phone, but you can also Skype with him, or send him an email for an appointment.

Your contact info here!