THE PROPERTY PHOTO GUY · COURSE RESOURCE

Client Enquiry and Booking Brief

A structured first-call and booking form for a property photography business

Use this as a working template. Adapt it to the job, your own process and the promises you have actually agreed with the client.

[**Client name / organisation**

], [**Email / mobile**

]
[**Property address**

], [**Preferred shoot date**

]
[**Property type / bedrooms**

], [**Agent, host, owner or commercial contact**

]

The brief

Primary objective: sale, rental, Airbnb, commercial marketing, development, other

Where the images will be used

Key rooms, features, angles or business priorities

Any spaces or details that must not be photographed

Required services

Photography package / image allowance

Optional services: drone, floor plan, video, virtual tour, twilight, staging

Delivery date and delivery method

Access and logistics

Parking, keys, lockbox, alarm, building access and contact on the day

Occupants, pets, tenants, site induction, safety or consent considerations

Booking confirmation

Quoted total / deposit / payment due

Client confirmation and date booked