THE PROPERTY PHOTO GUY · COURSE RESOURCE

Terms and Policy Review Checklist

A practical prompt list for keeping your booking terms and policies clear

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

Scope and booking

- [ ] Your quote states the service, property, deliverables, expected image allowance and any agreed add-ons.
- [ ] Your booking process explains how a date is confirmed, any deposit and the client's responsibilities.
- [ ] Travel, parking, unusual access, waiting time and special requirements are addressed where relevant.

Changes, cancellation and weather

- [ ] You state how rescheduling and cancellation are handled.
- [ ] You explain what happens when weather, access, occupiers or site conditions prevent the agreed work.
- [ ] You make clear what editing or revision is included and how extra work is approved.

Images and delivery

- [ ] You explain delivery timing, download method, archive period and the client's responsibility to back up files.
- [ ] You clearly state the agreed image-use licence and any restrictions that matter to your business.
- [ ] You explain your approach to people, privacy, sensitive information, pets and safety on site.

Review note

This is a business-administration checklist, not legal advice or a substitute for professionally drafted terms. Have your actual contract, privacy information and policies reviewed by a qualified legal professional before relying on them.

Next review date

Items to clarify or have reviewed