

ICE PACK

Business Name ICE Pack

Here are all of the details required for an emergency photographer to notify clients of temporary closure, or to shut down my business completely.

PHOTOGRAPHERS NAME:

BUSINESS NAME:

ABN:

STUDIO ADDRESS:

PHONE NUMBER:

WEB ADDRESS:

EMAIL ADDRESS:

ICE Photographers/ Contacts

Name:

Email:

Phone:

Name:

Email:

Phone:

ICE Photographers Instructions

Thank you for agreeing to be my ICE Photographer. As you read this now, I may need you to either wrap up my business completely or notify my clients of what has happened so they can choose to either have their session photographed by another photographer, or be notified of the delay in getting their finished products and any refunds that need to be made as a results of not for filling the session requirements as I have not photographed them yet.

Myself or my partner, will advise on whether my business needs to be closed temporarily or shut down completely based on the severity of the emergency.

Thank you for being on my side and please do what you think is best for all involved.

To Start

On my desk you will find trays which hold booking forms for upcoming sessions, and also current orders/invoices.....

File Path

Sign is as..... Password is..... Click on.....

PROCESSING / EDITING PROCEDURES

List here all details on how you process clients from start to finish, list software used for editing and possibly how you edit... Actions, Presets, simple colour balance, brightness, contrast controls etc...

How you present portfolios to clients, all details, step by step.

Additional Notes:

Business Contact Listing

CATEGORY	CONTACT DETAILS	WEB ADDRESS	ACCESS DETAILS	NOTES
LEGALITIES				
Insurance Company				
ASIC				
Solicitor				
Lawyer				
FINANCES				
Accountant / Taxation				
GST				
Payment Receipt Methods				
PayPal				
Square				
Merchant Facilities				
Studio Lease / Mortgage				
Equipment Lease				
Bank				
STUDIO MANAGEMENT				
Access to Studio				
Alarm code to access Studio				
Studio Management Software/System				
Studio Lease/ Mortgage				
Electricity				
Rates				
Phone				

Internet				
Maintenance / Cleaning				
CLIENTS				
Client Portfolio Display				
Client Ordering / Payment Systems				
HARDWARE (Camera's Computers)				
Asset Register				
Hardware Lease / Loans				
ONLINE PRESCENCE				
Web Designer				
SEO Management				
I.T.Assistance				
SOFTWARE				
VSCO				
Webhost				
Business Emails				
G Mail Payments				
Google My Business				
Adobe Cloud				
SUPPLIERS				
Prints				
Framing				
USB Drives / Media Boxes				
Canvas				
Albums / Books				

Fine Art Prints				
Stationary				
ARCHIVING/BACK UPS				
Onsite				
Offsite				
Cloud / Apple ID				
CASUAL STAFF				
Second Shooter				
Peak Assistance				
EDUCATION				
Teaching / Workshops				
Mentoring				
Online Tutorials				
Learning Online Subscriptions				
Mentoring				
University / Tafe / College				
MEMBERSHIPS				
AIPP				
Networking Groups				
WPPI				
Other				
ADVERTISING				
3rd Parties				
Magazines				
Google AdWords				
Mail Chimp				

