A r c h i m a g e

Architectural Photography Commissions

Anthony's mobile 07831 622140
Sarah's mobile 07880 632652
E-mail enquiry: anthony.weller@archimage.co,uk
Web: www.archimage.co.uk

Thank you for visiting the Archimage website and considering us for a commission.
We hope the following notes will be a useful reference guide:

Description of Assignment

What you need to tell us

- Exact location of the site.
- Provide map of site with North accurately marked.
- Function of building.
- Areas to be photographed and number of views expected.
- Are there any key features to highlight – or flaws for the photographer to downplay or avoid?
- What is the purpose of the photographs – how are they to be reproduced, eg, for display, publication or web use?
- Delivery deadline.
- Is the building in use/under construction/about to be handed over?
- Is a prior visit to the project with the photographer required or feasible?
- Is the commission to be shared with another party? This needs to be established before commencement.

What we need to tell you

- Copyright – this is retained by the photographer unless specifically transferred to the client in writing.
- Images will be supplied in digital form and sent by WeTransfer or some other means of ftp transfer.
- All images are entered into the picture library for potential future publication – unless there is a prior agreement. We believe that getting our pictures seen by a wide audience is good for both us and our clients.

At the Site

Contacts – names and numbers

- Client – office and mobile.
- Building owner.
- Building security personnel.
- Any others involved in the project.

Access

- Are the building owners expecting the photographer?
- Do they know what this involves? – doing it properly means using a tripod, maybe lights, taking some time, etc.
- Is there car parking available for the photographer?
- Are the rooms to be photographed accessible? – any keys or security codes involved.
- Can the building lighting be adjusted or controlled for dusk or dawn photography?
- Is there any special security clearance required?
- If photography from a neighbouring building is required, has the necessary permission been obtained?

Site conditions – is the building looking its best?

- Has all the construction been completed?
- Has all construction and letting agent signage been removed?
- Are there any skips, scaffolding or portaloos left behind?
- Is the landscaping ready? Has litter been picked up?
- Are the windows and cladding clean?
- Likelihood of delivery vans arriving and staying for long periods?
- Any lights out? Have any been replaced with the wrong colour?
- Any graffiti?
- Are interior spaces clean?
- Has all the correct furniture been installed?
- Artwork and sculpture in place?
- Flowers and plants available for inclusion in shots?

Insurance

- We have public and products liability cover valued at £2 million.

Fees

- Having negotiated the fee for the commission, will your accounts department require a purchase order number on the invoice to facilitate payment?
- A shared commission with another party will bear an additional fee.

Other Issues to Consider

- The old adage that 'good light makes good photography' when applied to buildings can usually be interpreted as good weather makes good photography. So, if you can arrange for some good weather for the shoot, that would be great. Alternatively, if you can put some latitude into the deadline, this will increase the likelihood that I can make my visit on a sunny day.
- Time of the year – angle of the sun and shadows cast by neighbouring buildings.
- Which way does the building face?
- The season – leaves on the trees, plants in flower, snow on the ground – and most importantly, Christmas or other seasonal decorations.
- Day of the week – would a weekend shoot be preferable?
- Time of day – would a night or dusk shot work best.
- Be realistic – good technique and digital enhancement can work wonders, but not miracles.

We hope these notes will help you in preparing to have your project photographed. If you have any questions, please don't hesitate to call me.

Anthony Weller