

RHC

Collaboration Agreement

Legal Partnership

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Premium Fashion Industry Resources

Collaboration Agreement Template

For Models & Photographers Working Together

Why You Need This

Whether you're doing TFP (Trade for Portfolio), paid shoots, or collaborations:

- Protects both parties
- Sets clear expectations
- Prevents misunderstandings
- Defines usage rights
- Covers payment terms (if applicable)

Even "friendly" shoots need written agreements.

TFP (Trade for Portfolio) Agreement Template

When to Use This:

- No money changes hands
- Both parties build their portfolios
- Images used mutually for promotion

TRADE FOR PORTFOLIO (TFP) AGREEMENT

Date: _____

Photographer Information:

Name: _____

Email: _____

Phone: _____

Instagram: _____

Model Information:

Name: _____

Email: _____

Phone: _____

Instagram: _____

SHOOT DETAILS:

Date: _____

Time: _____

Location: _____

Duration: _____ hours

Concept/Theme: _____

Number of Looks/Outfits: _____

Styling Provided By: Model Photographer Both

Hair/Makeup: Model Provided Not needed

DELIVERABLES:

Photographer Agrees to Provide:

- Minimum _____ fully edited high-resolution images
- Delivery Timeline: Within _____ weeks of shoot date
- File Format: JPEG PNG RAW Other: _____
- Delivery Method: Email Dropbox Google Drive WeTransfer

Model Agrees to Provide:

- Professional conduct and punctuality
- Appropriate wardrobe (if agreed)
- Release for portfolio use of images

USAGE RIGHTS:

Both parties may use the images for:

- Personal portfolio (print and digital)
- Website display
- Social media promotion
- Marketing materials
- Competition entries

Neither party may:

- Sell images to third parties without written permission
- Use images for commercial advertising without negotiation
- Alter images in a way that misrepresents the other party
- Remove watermarks or credits without permission

Credit Requirements:

- Model must credit photographer when posting: @_____
- Photographer must credit/tag model when posting: @_____

CANCELLATION POLICY:

Cancellation Notice: Minimum _____ days notice required

If Photographer Cancels:

- Reschedule mutually agreeable date
- If unable to reschedule, no penalty

If Model Cancels:

- Reschedule mutually agreeable date
- If unable to reschedule, no penalty

Same-Day Cancellation/No-Show:

- Other party may request \$_____ cancellation fee (optional)

LIABILITY & SAFETY:

- Model may bring a chaperone to the shoot
- Shoot will take place in a public or professional location
- Both parties agree to maintain professional conduct
- Photographer carries liability insurance: Yes No

ADDITIONAL TERMS:

AGREEMENT:

By signing below, both parties agree to the terms outlined in this agreement.

Photographer Signature: _____ Date: _____

Model Signature: _____ Date: _____

PAID SHOOT AGREEMENT TEMPLATE

When to Use This:

- Model is being paid by photographer
- OR Photographer is being paid by model
- Clear compensation terms needed

PAID PHOTOGRAPHY AGREEMENT

Date: _____

Photographer Information:

Name: _____

Business Name: _____

Email: _____

Phone: _____

Address: _____

Model/Client Information:

Name: _____

Email: _____

Phone: _____

Address: _____

SHOOT DETAILS:

Date: _____

Time: _____

Location: _____

Duration: _____ hours

Concept/Theme: _____

Services Included:

- Photography services (_____ hours)
- Editing/retouching (_____ images)
- Hair/makeup artist
- Wardrobe/styling
- Props/backdrops
- Studio rental
- Travel (if applicable)
- Other: _____

COMPENSATION:

Total Amount Due: \$_____

Payment Schedule:

- Deposit (non-refundable): \$_____ (due: _____)
- Balance: \$_____ (due: Day of shoot Within ____ days)

Payment Methods Accepted:

■ Cash ■ Check ■ Venmo ■ PayPal ■ Zelle ■ Credit Card ■ Other: _____

Late Payment:

- Balance not paid by due date will incur a ____% late fee per week
- Images will not be delivered until full payment received

DELIVERABLES:

Number of Final Images: Minimum _____

Editing Included: ■ Basic ■ Advanced ■ Retouching ■ Other: _____

Delivery Timeline: Within _____ weeks of shoot date

Delivery Format: ■ Digital download ■ USB drive ■ Prints ■ Other: _____

File Format: ■ JPEG ■ PNG ■ RAW ■ Other: _____

Additional Costs:

- Extra editing beyond included images: \$_____ per image
- Rush delivery (within ____ days): \$_____ additional
- Print orders: Priced separately
- Raw files: \$_____ (if requested)

USAGE RIGHTS:

Who owns the copyright: Photographer Client Shared

Client/Model may use images for:

- Personal portfolio
- Social media
- Website
- Marketing materials
- Competition entries
- Commercial use (specify): _____

Duration of usage rights:

- 1 year
- 2 years
- 5 years
- Unlimited/Perpetual

Photographer may use images for:

- Personal portfolio
- Social media
- Website
- Marketing materials
- Competition entries
- Stock photography (with model release)

Credit Requirements:

- When posting online, credit must be given to: Model Photographer Both

- Instagram handles: Model @_____ Photographer @_____

MODEL RELEASE (if photographer will use images):

I, _____ (model name), grant permission to _____ (photographer name) to use photographs taken during this shoot for the purposes checked above.

Model Signature: _____ Date: _____

CANCELLATION & RESCHEDULING:

Cancellation by Client/Model:

- ___+ days notice: Full refund minus deposit
- ___ days or less: Deposit forfeited, balance refundable
- Same-day cancellation: ___% of total due

Cancellation by Photographer:

- Full refund of all payments
- Reschedule at no additional charge

Rescheduling:

- One free reschedule with ___+ days notice
- Additional rescheduling: \$____ fee

Force Majeure (Uncontrollable Circumstances):

- Weather, illness, emergency, etc.
- Shoot rescheduled at no penalty to either party

LIABILITY & RESPONSIBILITIES:**Photographer Responsibilities:**

- Provide professional photography services
- Deliver images within agreed timeline
- Maintain equipment in working order
- Carry liability insurance (recommended)

Model/Client Responsibilities:

- Arrive on time and prepared
- Follow photographer's direction
- Provide wardrobe/props if agreed upon
- Make final payment on time

Liability Waiver:

- Photographer not responsible for injuries during shoot
- Photographer not liable for equipment failure (will reschedule)
- Photographer not responsible for images lost due to data corruption (backup protocol in place)

ADDITIONAL TERMS:

AGREEMENT:

By signing below, both parties agree to the terms outlined in this agreement and confirm they have read and understood all terms.

Photographer Signature: _____ Date: _____

Model/Client Signature: _____ Date: _____

COMMERCIAL SHOOT AGREEMENT (Brand/Agency Booking)**When to Use This:**

- Photographer hired by brand/agency
- Model hired for commercial work
- Higher stakes, more complex terms

COMMERCIAL PHOTOGRAPHY AGREEMENT

Date: _____

Photographer/Studio Information:

Business Name: _____

Contact Name: _____

Email: _____

Phone: _____

Tax ID/EIN: _____

Client Information:

Company Name: _____

Contact Name: _____

Email: _____

Phone: _____

Billing Address: _____

Model Information (if applicable):

Name: _____

Agency (if represented): _____

Email: _____

Phone: _____

SCOPE OF WORK:

Project Description:

Shoot Date(s): _____

Shoot Time: _____

Location: _____

Duration: _____ hours/days

Deliverables:

- Number of final edited images: _____
- File format: JPEG TIFF RAW Other: _____
- Resolution: Web Print Both
- Delivery timeline: Within _____ business days
- Delivery method: Dropbox Drive FTP Other: _____

Services Included:

- Pre-production planning
- Photography (_____ hours/days)
- Editing/retouching (_____ images)
- Art direction
- Studio rental
- Equipment rental
- Model booking
- Hair/makeup artist
- Wardrobe stylist
- Props/set design

- Travel expenses
- Other: _____

COMPENSATION:

Photography Fee: \$_____

Usage Rights Fee: \$_____

Expenses (if not included): \$_____

Other Fees: \$_____

TOTAL PROJECT FEE: \$_____

Payment Schedule:

1. Deposit (____ %): \$_____ due upon signing
2. Progress payment (____ %): \$_____ due _____
3. Final payment (____ %): \$_____ due _____

Payment Terms: Net ____ days from invoice date

Late Payment Fee: ____% per month on overdue balance

Expenses:

- Client will reimburse reasonable expenses with receipts
- Travel, accommodation, equipment rental, etc.
- Pre-approval required for expenses over \$_____

USAGE RIGHTS & LICENSING:

License Type:

- Exclusive (client has sole rights)
- Non-exclusive (photographer may license to others)

Usage Permitted:

- Print advertising
- Digital advertising
- Social media
- Website/e-commerce
- Packaging
- Point-of-sale displays
- Outdoor advertising (billboards, etc.)
- TV/video
- Editorial use
- Other: _____

Geographic Rights:

- Local/Regional
- National
- International
- Worldwide

Duration of Rights:

- 1 year

- 2 years
- 3 years
- 5 years
- Perpetual/Unlimited

Media Channels:

- Print only
- Digital only
- All media

Exclusivity:

- Images exclusive to client (photographer cannot resell)
- Non-exclusive (photographer may sell/license to others)
- Exclusivity period: _____ months/years

Extended Usage Fees:

- Beyond agreed scope: \$_____ per image per additional use
- Extended time period: \$_____ per year
- Additional geographic region: \$_____

COPYRIGHT & OWNERSHIP:

- Photographer retains copyright to all images
- Client receives license for usage as outlined above
- Images may not be altered without photographer's permission

- Images may not be sublicensed or resold
- Copyright notice required: © [Year] [Photographer Name]

MODEL RELEASES:

- Photographer responsible for obtaining signed model releases
- Model releases grant usage rights as outlined in this agreement
- Client will receive copies of signed releases

Model Fee (if applicable): \$_____

Model Payment Responsibility: Photographer Client

CREATIVE DIRECTION & APPROVAL:

Creative Control:

- Photographer has full creative control
- Client provides mood board/direction
- Collaborative creative process

Image Approval:

- Client reviews images within _____ business days
- Revisions included: _____ rounds
- Additional revisions: \$_____ per round
- Final approval required before delivery

CANCELLATION POLICY:

By Client:

- 30+ days notice: Full refund minus 25% admin fee
- 15-29 days notice: 50% refund
- 14 days or less: No refund, full fee due

By Photographer:

- Full refund of all payments
- Client released from contract

Force Majeure:

- Shoot postponed due to circumstances beyond control
- Reschedule at no additional cost

DELIVERY & REVISIONS:

Timeline:

- Initial delivery of edited images: _____ business days
- Final delivery after revisions: _____ business days

Revisions Included: _____ rounds of revisions

Additional Revision Fee: \$_____ per round

File Archiving:

- Raw files archived for _____ months/years
- Additional file retrieval fee: \$_____

KILL FEE:

If client cancels project after shoot has occurred:

- ____% of total fee due as kill fee
- Images may not be used by client
- Photographer retains all rights

LIABILITY & INDEMNIFICATION:**Photographer Liability:**

- Photographer carries general liability insurance
- Not liable for circumstances beyond control (weather, equipment failure)
- Will reshoot if photographer error causes unusable images

Client Indemnification:

- Client indemnifies photographer against third-party claims
- Client responsible for obtaining property releases (if applicable)
- Client confirms legal right to use images as outlined

CONFIDENTIALITY:

- Both parties agree to keep project details confidential until launch
- Photographer may not publicly share images until: _____
- NDA attached: Yes No

ADDITIONAL TERMS:

SIGNATURES:

By signing below, both parties agree to all terms outlined in this agreement.

Photographer/Studio:

Signature: _____

Printed Name: _____

Date: _____

Client:

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Tips for Using These Templates

Before the Shoot:

- **Customize the template** for your specific shoot
- **Both parties review thoroughly** - ask questions
- **Sign and date** - both parties keep a copy
- **Email a copy** to both parties for records

During Negotiation:

- **Be clear about expectations** - don't assume anything
- **Discuss money upfront** - awkward but necessary
- **Put everything in writing** - verbal agreements aren't enough
- **Don't be afraid to add terms** - customize as needed

Red Flags:

- Someone refuses to sign an agreement
- They want to change terms after signing

- Vague language ("we'll figure it out later")
- Pressure to skip the contract

Downloadable Templates Included

This Computer Used includes:

- TFP Agreement (Word + PDF)
- Paid Shoot Agreement (Word + PDF)
- Commercial Agreement (Word + PDF)
- Model Release Template
- Property Release Template

How to Use:

1. Download the template that fits your shoot
2. Fill in ALL fields
3. Customize additional terms if needed
4. Have both parties sign
5. Keep copies for your records

Legal Disclaimer

These templates are provided for educational purposes.

- Not a substitute for legal advice

- Customize for your specific needs
- Consult a lawyer for complex agreements
- State laws vary - ensure compliance

Have questions about contracts? Join the RHC community for advice from experienced models and photographers!

Created by RockHardChic (RHC)

Protecting Creatives, Building Professional Relationships

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