



Pediatric Live Photography Program Package Photographer's Terms and Conditions

The *Hospice & Palliative Care Foundation* is pleased to offer live photography sessions for making keepsake photographs to pediatric hospice and palliative care patients and their families. The patient and their family will be allowed to choose a photographer that works in their area or is a preference of choice. The photographer will be required to have an established business and reputation in the community. No amateur photographers will be allowed.

This following outlines our policy and the requirements for paying said photographers once the photography session has been completed. Our voucher-payment process will be as follows:

- The photographer will submit an invoice once the photography session has been completed. Please do not submit invoices in advance of the photography session. Payments cannot be processed until the photography session has been completed.
- The maximum amount that will be paid by the *Hospice & Palliative Care Foundation* will be \$200.00. If the family chooses a package and/or services above this amount, it will be up to the photographer to collect those funds from the patient and the patient's family. The *Hospice & Palliative Care Foundation* **will not**, in any way, intervene or assist in the collecting of funds owed by the patient and their family in excess of the \$200.00 contract price.
- The photographer will submit two (2) prints from the photography session which has already been agreed to by the patient and their family. The "two photographs" will need to be emailed to info@hpcfoundation.org.
- The photographer will provide a current *Form W9*, signed and dated accordingly.
- Once an invoice has been received, and approved, a check will be processed and mailed to the photographer at the address provided on the invoice.
- If the photographer would like to receive their monies via direct deposit, the *Hospice & Palliative Care Foundation* will require the attached *Direct Deposit Authorization Form* to be completed. *Please Note: the photographer will be responsible for ensuring that a correct routing number and account number have been provided. If incorrect information is provided, and funds are not deposited, they cannot be reissued until the funds have been returned to the Hospice & Palliative Care Foundation.*
- Payments will be processed twice a month during the organization's normal processing times, and depending on the submission date and method of payment, it could take up to three (3) weeks to receive payment.

Photographer's Name (Print): _____

Photographer's Signature: _____

Date Authorization Signed: _____