**Step 1.1 - Format of input documents.**

The following forms are used to provide information.

1. **Client Information Form** - Liz obtains contact information and facts about the Client during the interview, as illustrated on the form in Figure 1.1. So that he may use this knowledge in future interactions.

***IMAGES PHOTOGRAPHY STUDIO***

Client Details:

First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appointment Date & Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Details:

Location Details:

Date & Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

Street \_\_\_\_\_\_City\_\_\_\_\_\_State \_\_\_\_\_\_\_ Zip Code\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_

**Figure 1.1** Client Information Form

1. Event Booking Form: Event Booking Form: During the initial meeting, the representative shows the customer samples of the studio's work and answers any questions the client may have. As illustrated in Figure 1.2, the customer gives event information such as the services wanted, the location, date, and time of the event, and the name of the photographer requested, if any. The representative will go over the list of photographers and book the event.

***IMAGES PHOTOGRAPHY STUDIO***

Client Details:

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_

Photographer Details:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_

Event Details:

Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date & Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specific Requirements if any- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Figure 1.2** Event Booking Form

3. Photographer’s Information Form: Photographer's Information Form: Photographer's information b and data about them are submitted as indicated on the form Figure 1.3, and a photographer is allocated to the client based on the information.

***IMAGES PHOTOGRAPHY STUDIO***

Photographer Details:

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_

Details of events \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Availability Date & Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Detailed Address:

Phone Number: \_\_\_\_\_\_\_\_

**Figure 1.3** Photographers Information Form

4. Contract Information Form: As illustrated in Figure 1.4, a contract form is generated with the client and owner information as well as event data so that the customer may sign the form and deposit the amount.

***IMAGES PHOTOGRAPHY STUDIO***

Client Full Name:

Owner Full Name:

Event Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date and Time: \_\_\_\_\_\_\_\_\_\_\_\_

Booking Confirmation Date & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Amount to be paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Balance Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remaining Balance: \_\_\_\_\_\_\_\_\_\_\_\_

Method of Payment:

1. Credit Card
2. Debit Card
3. Cash
4. Other Online Payment Options if any, Please Specify\_\_\_\_\_\_\_\_\_\_\_

Client Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Figure 1.4** Contract Information Form

5. Package Information Form: A unique Identification Number is provided to each package containing client information, and they can request more copies as well as provide any specific instructions if necessary. As illustrated in Figure 1.5, a letter from the owner is also included to ensure that there are no problems at the end of the final settlement.

***IMAGES PHOTOGRAPHY STUDIO***

Unique Identification Number\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Details:

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Package Type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Payments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mode of Payment:

1. Credit Card
2. Debit Card
3. Cash
4. Other Online Payment Options if any, Please Specify\_\_\_\_\_\_\_\_\_\_\_

Number of Proofs Presented \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proof Type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No of Additional Copies Requested\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specifications by Client, if any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: If the customer is dissatisfied with the proofs, he or she has the option of declining the final package, but the deposit and fees for the sitting are not reimbursed.

**Figure 1.5.**  Package Information Form

**Step 1.2**

Inquiry Report

Contact Information Service Request Package Date & Time

**Inquiry Report:** This report contains information obtained from the client during the meeting with the manager, such as contact information, service requested, and availability.

Inquiry Report

Contract Report Information:

Full Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Photographer Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Planned Payment Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request if any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information Service Request Package Date & Time

Notice: AMOUNT CANNOT BE REFUNDED ONCE PAID

**Contract Report:** This report includes information on the Photographers who were assigned to the task, scheduled payment information, and any extra requirements from the customer.

Package Order Report

Contract Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Customer Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proof Submitted Final Package Contract Start Date Additional Pictures Additional Order Form

Yes/No XXXXX DD/MM/YY XXXXXXXXX Online/Offline

**Package Order Request Report**: This Report includes the proofs and bundle chosen by the customer. If the customer wants additional images or albums within six months of the first transaction, an extra order form is completed.

Photographer Schedule Report

Photographer Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Number Event Information Event Location Event Date Event Time

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ MM/DD/YY

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ MM/DD/YY

\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ MM/DD/YY

Contact Information Service Request Package Date&Time

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ MM/DD/YY

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ MM/DD/YY

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ MM/DD/YY

**Photographer Schedule Report:** This report contains basic information about the scheduled events or sittings and refers to the contract number, which the photographer may use to obtain more information about each event or sitting.

Weekly Schedule

Photographer Full Name

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Days Service Request Contract Number Time Event Location

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Photographer Full Name

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Days Service Request Contract Number Time Event Location

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

**Weekly Schedule:** This report summarizes all photographers' scheduled activities for each day of the week.

Account Details Report

Contract Number Customer Name Total Amount Amount Paid

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

**Accounts Receivable** This report details the monthly payments that are due.

Client Report

Customer Name Contract Number Service Provided Amount Event Date

DD/MM/YY

DD/MM/YY

**Client Report** This report can be performed as many times as needed to offer information on specific clients. It is usually used for business clients to provide an overview of the services offered to them.

Photographers Availability

Photographer Full Name

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information Contract Number Package Available Date

MM/DD/YY

MM/DD/YY

**Photographer Availability Transaction**

The database must be capable of handling a transaction in which the user enters the photographer's name and the **Step 1.3**

If we need to locate information about a photographer or his work, we type his name or contract number into the search box and the information appears on the screen.

If we have an order on a specific day, we may input the date and the displays will show us photographers who are available on that day.

In addition, if we need to verify if a person has paid for a photography, we may input his contract number and the display will tell us if we have received money.

**Step 1.4**

1. Clients have innate identifiers such as their first and last name.

2. The database contains the client's contact information as well as payment information from when they signed the contract.

3. A single photographer may have covered several events.

4. Events should be recognized by their Event ID.

5. Each Package is identifiable by a unique identification that is issued to it.

6. At least one lead photographer and one optional helper photographer are required for each event.

7. When signing the contract, the client should pay an initial deposit and then make further payments.

8. The studio provides a list of photographers' contact details.

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5. Each Package is identifiable by a unique identification that is issued to it.

6. At least one lead photographer and one optional helper photographer are required for each event.

7. When signing the contract, the client should pay an initial deposit and then make further payments.

8. The studio provides a list of photographers' contact details.

9. The final payment amount may change from the first request.

10. Photographer type values include ordinary photographers and freelance photographers.

11. The event and seating values are on the list of Event kinds.

12. The database does not include file metadata for photos retained by the studio for six months and then deleted.

9. The final payment amount may change from the first request.

10. Photographer type values include ordinary photographers and freelance photographers.

11. The event and seating values are on the list of Event kinds.

12. The database does not include file metadata for photos retained by the studio for six months and then deleted.