



LLOYD - MEURER PORTRAIT STUDIO of POTOMAC VILLAGE

9812 Falls Road, Potomac, Maryland 20854 (301) 299-4334

STUDIO POLICIES

Our philosophy at Lloyd-Meurer Portrait Studio has always been to create for you the finest portrait possible. Great care goes into planning each of these works of art. We also want you to enjoy the experience of involvement in creating your portrait.

We have a few policies that will help assure you get what you care about most, a beautiful portrait. Please spend a few minutes to read and familiarize yourself with these policies.

The prepaid **creation fee** goes toward the time spent in planning and creating the portrait. It allows us to spend the time necessary to create the special portrait you desire. It is not a deposit and does not go toward the purchase of the portraits.

When the previews are ready for viewing, you will receive a scheduled **projection appointment** with Louise Meurer. This is a time reserved for you to view the portraits, which we project onto a screen. This will help you decide the best images, composition and retouching necessary. You will also have the benefit of seeing what size works best for your final portrait. **We ask that all of the decision-makers be present so that you can place your order at that time.** If for some reason you do not, an additional consultation fee of \$50 will be required. **An additional consultation fee of \$50 will also be required for any missed appointments which we are unable to fill due to insufficient notice on your part.**

We do not use paper proofs. Any printed work that leaves our studio must be finished to our high standards. The previews used for ordering are **not permitted to leave the studio at any time.** There are no exceptions. We ask that all selections be made at the time of the projection appointment. You are welcome to bring all interested parties. The session will require your concentration and the best results come when you are relaxed and not distracted.

A minimum of **75%** is required when ordering at the projection appointment. The balance is due upon delivery of the order and no finished work is permitted to leave the studio until the final balance is paid. **There will be a 1½% monthly interest charge added to the balance on orders not picked up within one month of notification of completion.** Although we do everything within our power to get your finished portraits to you as soon as possible, the number one priority is quality. Therefore we will not guarantee a delivery time until the completed finished work meets our high standards. We do not sell unfinished work. Studio hours are by appointment only.

Please do not hesitate to ask if you have any questions. Also you can visit us at WWW.PORTRAITPHOTOGRAPHER.COM. We look forward to creating a portrait you and your family will love and cherish.

Thank you,
Louise Meurer and Gary Lloyd