

To : Applicant

## Welcome to Shuhari Agency

Dear Applicant

Welcome to Shuhari Agency! As a photographer working with us, your role is to provide exceptional photography services across various projects. We've outlined key expectations and guidelines below to ensure a seamless partnership:

### **1. Role and Responsibilities**

As a photographer at Shuhari Agency, your responsibilities include:

- Capturing high-quality images that align with the creative vision of the project.
- Collaborating with clients and the agency to ensure their needs and expectations are met.
- Participating in on-set or location shoots, adapting to the creative direction given by clients or the agency.

### **2. 20% Agency Fee**

Shuhari Agency charges a 20% finder's fee on top of the price you set for your photography services. This fee covers the agency's work in securing clients, managing communication, and handling administrative tasks.

### **3. Payment Structure**

You will receive **\*100% of your service charge\***, with Shuhari Agency collecting the additional 20% directly from the client.

- Example: If you charge R5,000 for a project, the client will pay R6,000 in total (R5,000 for you and R1,000 for Shuhari).



**SHUHARI  
AGENCY**

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#### **4. Image Usage Guidelines**

- Any photos taken during a project can only be used for your portfolio or social media after the client has posted the images or if you receive explicit permission from Shuhari Agency.
- You must not share, distribute, or publish any project-related images without client or agency approval.

#### **5. Equipment Requirements**

Photographers are expected to have their own equipment, including but not limited to cameras, lenses, lighting, and other tools necessary to deliver professional-grade images.

- It is your responsibility to ensure that your equipment is in good working condition for all shoots.

#### **6. Deadlines and Timely Delivery**

All project deliverables must be submitted within the agreed-upon deadlines. Any delays should be communicated in advance, and failure to meet deadlines may result in project reassignment.

#### **7. Portfolio and Bio Submission**

Your portfolio and bio will be displayed on the Shuhari Agency website, giving clients an opportunity to review your work and select you for their projects.

- Bio: This should include a brief overview of your experience, photography style, and areas of specialization (e.g., fashion, portrait, commercial).
- Portfolio: Provide a curated selection of your best work, showcasing a variety of styles and genres.

Shuhari Agency Team

*Shuhari Agency*

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**8. Quality Assurance**

Maintaining a high standard of quality in your photography is essential. Shuhari Agency will review your work regularly to ensure it meets our expectations, and feedback from clients will influence future assignments.

**9. Confidentiality & Intellectual Property**

All project materials provided to you must be treated as confidential and used solely for the project at hand.

- You are required to hand over all files and images to the client or the agency as per the agreed terms upon project completion.

**10. Non-Exclusive Relationship**

You are free to pursue work outside of Shuhari Agency, but all projects secured through the agency must adhere to the terms outlined in this document.

This outline ensures clarity in our collaboration and maintains professional standards within the Shuhari Agency.

Best regards,  
Shuhari Agency

Thanks and best wishes,  
Odwa Nonyati  
Shuhari Agency Team

*Shuhari Agency*