



## Client Checklist and Timeline

### To book Davey Morgan Photography

- Mail \$1,000 retainer (check made out to **Davey Morgan Photography**), signed contract (each page initialed), and photo book order forms to:  
*Davey Morgan Photography*  
*PO Box 80123*  
*Simpsonville, SC 29680*

### Immediately after booking

*We do not work on Sundays. We reserve Saturdays for weddings only.*

- Engagements, schedule for anytime at least 6 weeks before ceremony. Schedule a hair and makeup appointment if you desire. The usual turnaround time is 6 weeks for photos.
- Bridals, schedule for anytime at least 6 weeks before ceremony. Schedule a hair and makeup appointment, and order a bouquet (real or silk flowers, the same or a smaller version of your wedding day bouquet). The usual turnaround time is 6 weeks for photos.

### Due 60 days before ceremony

- Final selections for engagement photo guest book (if ordered).

### Due 30 days before ceremony

- Email, fill out online, or mail the list of family photos.
- Final payment (check made out to **Davey Morgan Photography**) mailed, and mail, email ([info@daveymorgan.com](mailto:info@daveymorgan.com)), or fill out online, the Pre-Wedding Questionnaire to:  
*Davey Morgan Photography*  
*PO Box 80123*  
*Simpsonville, SC 29680*

### 2 weeks before ceremony

- Let the photographer know final selections for any engagement or bridal enlargements.

### 6 weeks after ceremony

- Receive USB Flash Drive.
- Online client gallery posted.

### 90 days after ceremony

- Photo book(s), if ordered, will be mailed.

### Client Website Address

Forms, documents, guides, and extra information.  
[www.daveymorgan.com/clients.html](http://www.daveymorgan.com/clients.html)