Qpid Project Procedure	Responsibility	Time of completion	How it works	Payments for progress
Client Enquiry	Client	NA	Random inquiry regarding a wedding shoot	NA
Discussion regarding the work.	Qpid	NA	We discuss the requirements of the work over phone and also provide necessary links. Understanding the scope of the job and give a proper solution for our client	NA
Booking Confirmation and Advance payment done	Client	As per Client Choice	The client confirm the dates and booking for their job and pay the advance amount. So that both the sides are agreed on a mutual point for the project.	10% of the complete Payment
Initiating whatsapp group	Client	5 Days After Payment done	Initiate a whats app group which includes the bride, the groom and core members of Qpid for further discussion on the project. It basically a common platform for everyone to share ideas and information.	NA
Reference Paper	Qpid	10 Days After Payment Done	Reference paper give a proper clarification regarding the project it defines service, product and cost involvement with terms. And get it approved from both the sides.	NA
Starting of the 1st day of the event till end day	Qpid	When it Scheduled	We will provide said service to the clients at their location as per the reference paper and take care of the project on our style of work	50% of the complete Payment
Raw photo collection	Qpid	Within 5 days of last day of event	The Raw photos and Videos will be collected at Qpid office and will structure the raw data's for delivery	90% of the complete Payment
Raw photo delivery	Qpid	After 10 days of the last day of event	We deliver the unedited photos, taking directly from the cameras and deliver them to the client.	NA
Premium photo selection for edit	Client	Within 20 days of the last day of event.	This selected photos will be on the basis of only photography and the most prior best photos will be selected for the edit of the event	NA
Premium edited photo delivery	Qpid	15 days after the selection of photos	The selected photos will be edited exclusively on Qpid standard and delivered it to the clients by Google drive delivery folder	NA
Photo selection for album designing	Client	Approximately within 30 days of raw photo delivery	Among the raw photos, the client should select 180-200 photos for the album. This photos will be designed for the wedding album and will be printed on hard copy	NA
Album Designing	Qpid	15 days after selection of photos	We design the album with the selected photos as per our taste.	NA
Designed album review and confirmation from client	Client	Maximum 5 days after sending it to the client	We will send the designed album in a pdf format to the client on whatsapp for them to review it.	100% of the complete payment
Album Printing and Delivery	Qpid	7 days after final payment	We will deliver the album to the required location through courier service anywhere in India.	NA
Raw video collection	Qpid	Within 10 days of the last day of event	The Raw photos and Videos will be collected at Qpid office and will structure the raw data's for delivery	NA
Song finalization for full video (Better if done before event day)	Client	Within 7 days of the last day of event	The client will select a few songs that will be included in the full video of the wedding. Better if done before the event day.	NA
Full video making	Qpid	20 days after the collection of raw videos	We will make a full video of max 30-40 mins of the entire event.	NA
Full Video Review	Client	Within 5 days after going for review	The video is to be reviewed by the client and changes are to be made if necessary	NA
Full video delivery	Qpid	After 15 days of review	The full video will go through colour correction and necessary changes if any and will be delivered to the client through Google drive delivery folder	NA
Teaser Making	Qpid	30 days after last day of event.	A short teaser video of maximum 3-4 mins of the event will be made.	NA
Teaser Review	Client	Within 5 days of going for review	The teaser is to be reviewed by the client.	NA
Teaser Delivery	Qpid	5 days after reviewed by the client	The teaser will be colour corrected and delivered.	NA

Thank you