

## MONEY ORDER RESERVATION FORM & INSTRUCTIONS

- Supply a nonrefundable money order in the amount of \$300.00 per person. You're remaining balance will be due the day of the shoot.
- Make your money order payable to 'Socko Gaetano' only. All other variations of his name or business will be rejected!
- Download the Reservation Form pdf enclosed here, print and fill out all the information needed, agree to the 'Terms and Conditions' and mail back the form with your money order. If the form is not included (and entirely filled out) we will have to receive the form via fax before making your appointment.
- Mail your money order and Reservation Form to: Socko Gaetano, 6185 Southern Hills Court, Canfield, OH, 44406-9530.
- Upon receipt of your deposit and form we will contact you with an appointment time, your balance amount and more information.
- No time will be assigned until your deposit is received.
- NOTE: If we have a specific time available that you want to schedule and you are worried the time may be taken by someone else while your money order is in transit, you can secure the time temporarily if you fax a copy (330-702-0720) or email a photo (management@isocko.com) of the money order to us that has been made payable to 'Socko Gaetano'. We will temporarily hold the appointment for three business until the money order arrives at our office. Your Reservation form should be included and completed with your fax or email.
- YOU MUST COMPLETE AND PRINT **BOTH PAGES** OF THIS FORM TO MAIL WITH YOUR DEPOSIT.

### MODEL & TALENT INFORMATION

Please be sure all the information you enter is accurate and spelled correctly because we will use this information going forward for filing and shipping purposes. Once this form is submitted it cannot be changed.

#### HAVE YOU SHOT WITH SOCKO BEFORE?

Yes  No

#### NAME

Model/Talent First & Last Name

#### GENDER

Female  Male

**AGE** (if under 18) Parent/Guardian First & Last Name

#### CONTACT

We prefer a callback within three hours for any message we may need to leave you. List the best number to reach you first:

Phone 1 (with area code)

Phone 2 (with area code)

#### MODELING EXPERIENCE

New Face  Mid Level  Very Experienced

#### ARE YOU A MEMBER OF SAG OR AFTRA?

Yes  No

#### DAY PREFERENCE

Sun  Mon  Tues  Wed  Thur  Fri  Sat

#### TIME PREFERENCE

Early (10:00-12:30)  Mid (1:00-3:00)  Late (3:30-6:00)

#### ADDRESS

Email

Street Address & Apt#

City & State

Zip

#### AGENCY INFORMATION

Are you represented by an agency?

Yes  No

If yes, who represents you? (list agency name and city)

Are you under exclusive contract?

Did your agent refer you to Socko?

Yes  No

#### SHOOT

What type of shoot are you scheduling?

Composites  Headshots  Both

How many looks would you like to schedule? \_\_\_\_\_

**OR** will you be taking advantage of a recent promotion provided to you? Promo: \_\_\_\_\_

**LOCATION** \_\_\_\_\_ **MONTH** \_\_\_\_\_

## PORTFOLIO

Would you like to purchase a discounted portfolio book with your appointment to have for print auditions? If you add this now, we will discount your portfolio book to only \$45.00 (normally \$69.00) and this cost will be added to the balance due at your appointment?

Yes  No

## COMMENTS

Is there anything you would like to let us know before submitting your reservation or did a representative from iSOCKO.com instruct you to make special notes in the box below:

Do you agree to the TERMS & CONDITIONS for booking an appointment with Socko?  Yes  No

### TERMS & CONDITIONS

It is your responsibility to thoroughly review all terms and conditions listed below to be familiar with all information and options. Please feel free to call us with any questions.

#### DEPOSITS:

1. All deposits are nonrefundable and no appointment will be scheduled without a deposit.
2. Deposits can be made by credit card, debit card or money order.
3. We never accept personal checks

#### CREDIT AND DEBIT CARDS:

1. We accept Visa, Master Card and Discover (not AMEX).
2. It is required that we retain the following information when accepting a credit or debit card: Cardholder's name, account number, expiration date, birth date, 3 digit code or cvv number and last four digits of the cardholder's social security number.
3. A \$250.00 nonrefundable deposit will be charged to a credit or debit card and the remaining balance will be due the day of the shoot.
4. Rate information you have been provided with is based on cash or money order payments. All other forms of payment are not eligible for this discount at any time for any deposit, service or product and will increase by 10% at the point of sale.

#### MONEY ORDERS:

1. A \$300.00 nonrefundable deposit must be received to be scheduled for an appointment. The remaining balance will be due the day of the shoot.
2. Make all money orders payable to 'Socko Gaetano' only. All other variations of his name or business will be rejected. Mail your money order to: Socko Gaetano, 6185 Southern Hills Court, Canfield, OH, 44406-9530. Include a copy of the Reservations Form.
4. Upon receipt of your money order we will contact you with an appointment time.

#### TERMS:

1. Absolutely no exceptions or negotiations for any term or policy.
2. All deposits, prepaid fees or any payment is nonrefundable.
3. Socko reserves the right to refuse, cancel or reschedule any appointment based on the following conditions: Tardiness, inappropriate behavior, and/or lack of preparation that would affect the outcome of a photo shoot, his reputation, or image. Socko expects his entire rate for the time that has been scheduled and additional compensation for any rescheduled appointments. These terms are written to control quality and are based on the fact that you are purchasing Socko's time (and his team), not a service, and with the time you have scheduled his intent is to render services. However, if you do not take the responsibility to be prompt and arrive in a prepared fashion, or neglect to cancel/reschedule within a timely manner (according to the terms below), he will expect full payment even if you prevent his service from being performed or completed because of the time that you have scheduled.

4. Anyone arriving more than ten (10) minutes late for their appointment will be expected to pay their appointment balance and know it is at Socko's discretion to move forward depending on the degree of tardiness. Based on your arrival time, your appointment may be considered canceled and your credit card already be charged for the appointment balance (with surcharge) when you finally arrive. At Socko's discretion, it may be an option depending on the situation, to reschedule which would accrue an additional cost. Your agent will be notified.

5. If your credit or debit card is declined at any time while working with us, when we are able to obtain payment, there will be an additional \$5.00 dollar charge for the inconvenience. In the event we are unable to secure funds (from a card or receipt of a money order) and you do not respond to phone calls or attempt to resolve a payment due in an expedient manner, your information will be turned over to a collection agency and your agent notified.

6. Reschedule or cancellation requests should not be left in voice mail or e-mailed, but phoned in to a representative during our business hours. Rescheduling or cancellation requests left in voice mail or e-mailed after hours will always be counted for the following business day!

7. Reschedule: If you reschedule or change your appointment at any time up to, but not within seven (7) business days, a \$50.00 rescheduling fee will be charged to your credit card (with surcharge) at the time of your request. If you reschedule or change your appointment at any time within four (4) to seven (7) business days, a \$150.00 rescheduling fee will be charged to your credit card (with surcharge) at the time of your request. If you have retained your appointment with a money order, a new money order for the rescheduling fee must be received before another appointment can be scheduled. The cost to reschedule with a money order payment will be determined by the length of time between our receipt of the new money order and the date of the original appointment.

8. Reschedule an appointment more than once: If you attempt to reschedule your appointment more than once, it is at Socko's discretion to honor this request; or consider the talent a 'risk' and prefer to cancel it because of the time involved to disrupt his schedule. The nonrefundable deposit will be retained along with any fees that were taken for prior requests and your credit card will be charged (with surcharge) for the full amount of the appointment balance. If you have retained your appointment with a money order, you will be invoiced for the balance and payment expected. Your agent will be notified.

9. Cancel: If you cancel your appointment at any time, but not within seven (7) business days, your nonrefundable deposit will be retained as a cancellation fee. If you cancel your appointment within seven (7) business days; attempt to reschedule within three (3) business days; or you do not arrive promptly for your appointment; your nonrefundable deposit will be retained and your credit card will be charged (with surcharge) for the full amount of your appointment balance. If you have retained your appointment with a money order, you will be invoiced for the full amount of your appointment balance and payment expected. You will not have option to salvage any costs nor shall it be negotiated or debated. Your agent will be notified.