**Sample Request for Estimate for Photographer (via email)**

I'm currently looking for a photographer to conduct 2 full-day shoots on Wednesday, August 14 and Thursday, August 15.

If you are available those days, please send me an estimate for the following:

 **Job:** Graduate School of Biomedical Sciences Brochures

**Job Number:** RU-1314-0068

**Project Description:**
A total of 2 full days of photo shoots on August 14 and August 15. Both days will take place on Rutgers Biomedical and Health Sciences Campus in Newark, NJ. The schedule is to be determined, but may include the following

* Outdoor and indoor shots of students studying and socializing in various locations on campus
* Students and faculty working together in classrooms and laboratory settings
* Students and faculty participating in medical rounds
* General campus photography depicting attractive urban campus

These will be done with minimal setup using mostly, but not exclusively, available light.

**Please include these categories of information:**

- Description of project

- Deliverables

- Expenses for photo assistant

- Meals and other anticipated expenses (please note that your final out-of-pocket expenses cannot exceed those which are estimated)

- Image delivery date

- Unlimited rights to use images online and in print