

MAKE MONEY FROM PHOTOGRAPHY

TURN YOUR HOBBY INTO A SEVEN FIGURE INCOME

Use the sample below to create your own workflow checklist, identify the steps that as you progress through the customer experience and record them.

This is one of the most powerful resources you can have in your business it steps you through the entire process so that you can eliminate ALL errors.

Client name Date

Photographer Editor

Studio representative

Agreement signed Photoshoot performed Session status updated

Sales

Viewing performed Purchase order processed Work Authorisation form processed
 Order Exported Production Order Printed Notes saved

Admin assistant

<input type="checkbox"/> Highlight client name	Files saved to
<input type="checkbox"/> Produce order now	<input type="checkbox"/> Photoshoots
<input type="checkbox"/> Produce order when has been paid	<input type="checkbox"/> Other directory
<input type="checkbox"/> Order Imported Into CRM	<input type="checkbox"/> GOOGLE REVIEW EMAIL SENT
<input type="checkbox"/> Deposit receipt stored	<input type="checkbox"/> Store RAW files
<input type="checkbox"/> Payment plan entered to invoice	<input type="checkbox"/> Order documents scanned and uploaded to client file

Invoice Status >

Order Placed No Order Placed
 Order placed in production tray
 After Sales Report Completed

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