

Cancellation & Rescheduling Policy

Photography & Videography

Document type: Policy · Generated 15 Oct 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts a cancellation and rescheduling policy with each term separate — non-refundable booking advance, cancellation slabs by notice, rescheduling and date-change terms, and force-majeure handling — so you are protected when a client cancels a reserved date. Use it in your contract. For the full contract use the Client Service Agreement (via contracts).

Purpose of this tool & output

Protect against cancellations with clear terms

How the output is used

Use it to protect against cancellations with clear terms — a cancellation and rescheduling policy on advances, deadlines and refunds.

Who receives it

The policy is shared with and accepted by the client at booking, and forms part of the service agreement.

Important cautions

AI-generated policy; a non-refundable booking advance is standard and fair because you reserve and turn away other clients for that date; keep cancellation slabs and rescheduling terms reasonable and clear. A lawyer should review your contract.

Companion documents

- Booking & Enquiry Management
- Client Onboarding & Brief
- Client Consultation & Expectation Setting
- CRM & Follow-Up System
- Client Communication Plan
- Referral & Testimonial Capture

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.