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# Self-Booking System

A guide by BBImagery

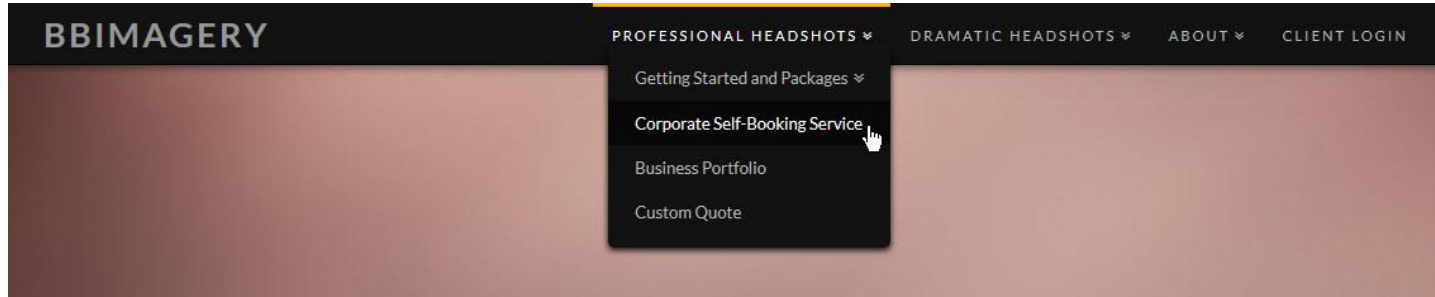
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# Welcome...

This simple document is designed to guide you through our self-booking system. It should take you no more than a couple of minutes to book yourself in for a professional corporate headshot.



# Access your page.

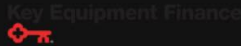


To access your corporate page, first visit <http://www.bbimagery.com> and click on the “Corporate Self-Booking Service” under Professional Headshots.

## Corporate Self-Booking Service

If your company's logo is listed below, simply click on it to access your self-service booking page.

If you would like to inquire about are corporate services, please click here



This content is password protected. To view it please enter your password below:

Password: \*\*\*\*\*

Enter

## Self Booking System

1. Service 2. Time 3. Details 4. Done

Please select a package.

Package

Select service

NEXT

### Step 2.

Some clients have a variety of packages to pick from and some clients have a single set package. Click on packages (1) to pick the type of session you would like and then click on Next (2).

Step 1. Click on your logo then enter your password.

Select a date and then any of the available time slots for your booking.

August 2017

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Mon, Aug 21

- 3:30 pm
- 4:00 pm
- 4:30 pm
- 5:00 pm
- 5:30 pm
- 6:00 pm
- 6:30 pm
- 7:00 pm

BACK

### Step 3. Select a date and time.

Some days, like this one, have no time slots available. Choose an alternative date.

Once you have found a date that works for you, simply select a time that is available.

## Self Booking System

1. Service 2. Time 3. Details

Select a date and then any of the available time slots for your booking.

September 2017

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Fri, Sep 01

- 11:00 am
- 11:30 am
- 12:00 pm
- 12:30 pm
- 1:00 pm
- 1:30 pm
- 2:00 pm
- 2:30 pm
- 3:00 pm
- 3:30 pm
- 4:00 pm
- 4:30 pm
- 5:00 pm
- 5:30 pm
- 6:00 pm
- 6:30 pm

BACK

You selected a booking for [Redacted] at 11:00 am on September 1, 2017. ← 1

The price for the service is C\$0.00. ← 2

Please note that if you have selected a make-up artist (MUA) to be present then we will be contacting our MUAs to see who is available on the date and time you have chosen.

Please provide your details in the form below to proceed with booking.

Name  ← 3

Phone  ← 4

Email  ← 5

← 6

## Step 4.

Check the package name, date and time as well as price are correct (1) and (2). Enter your name, phone and email address so we can send you your confirmation (3), (4) and (5). Once you've done that, just click on Next (6) to finish.

## Your booking with BBImagery

Dear Brhum,

Thank-you for booking your headshot with BBImagery. This is a **provisional** confirmation. Your time slot has been reserved. We will contact you to confirm you booking.

If you are booking a session with a make-up artist, we have to confirm their availability.

### Date and Time :

Your provisional appointment is on September 1, 2017 at 11:00 am.

### Location :

**PLEASE NOTE : We are inside the Instant Imprints office.**

Instant Imprints,  
Unit 102, 5230 South Service Road,  
Burlington, Ontario

Google Map : <https://goo.gl/maps/NqBFtdUdX5Q2>

### Package :

Cost : C\$0.00

Payment is **not** required on the day of shooting.

### Cancellation Policy

Please ensure you are familiar with our cancellation policy. Should you need more clarification, please contact us.

**If you need to cancel your appointment and do so with more than 24 hours notice from the time of your booking, there is no charge/fee for cancelling and you're free to re-schedule at your convenience. If, however, there is less**

## Step 5.

We will send you an email with all the details from your booking. This is provisional only as we verify everything on our side. The email has info on preparing as well as a map to our location. Once we have verified your information, we will send you a confirmation email.

# Any questions...?

That's all there is to it, but if you have any questions, please feel free to email us at

[info@bbimagery.com](mailto:info@bbimagery.com)

And we'll be happy to help.

