



Guide to Online Booking



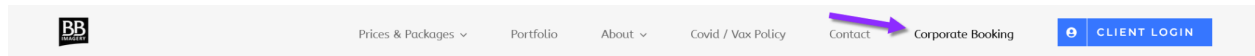
About us

BBI Imagery is one of the leading headshot studios in the Burlington, Oakville, and Hamilton areas. We provide a convenient online booking service which allows our clients to pick the date, time and service of their choosing. This guide will walk you through the process.

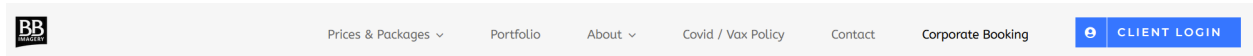
For our corporate clients, please note you will need your company's coupon code. Please ask your office manager / administrator for this prior to booking.

Step 1 : Navigation

Visit www.bbimagery.com and click on the Corporate Booking link in the menus.



Step 2 : Choosing The Right Service

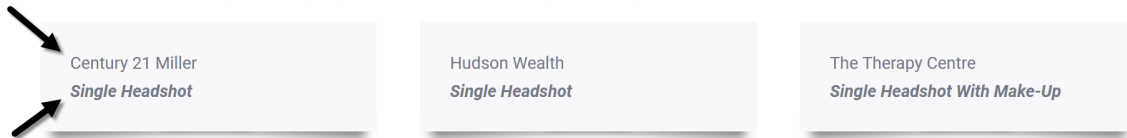


Corporate Booking

Book Your Headshot!

If your company has asked you to book your headshot with us, **you'll need your corporate booking coupon code**. Please contact your office manager / administrator and ask them to provide you with the code if you do not know it.

Please see below for your company name and the service you are eligible for.



Use the booking form below, along with your coupon code to book your headshot.

A screenshot of the booking form. It has a title "Please select service:" and a dropdown menu labeled "* Service:". The dropdown menu is open, showing two options: "Single Headshot" and "Double Headshot". An arrow points to the "Single Headshot" option.

We will be using Century 21 for our example. On this page you should see your company name listed as well as the service you need to choose. In our case Century 21 Miller is eligible for the Single Headshot service and so we choose

Single Headshot in the Service dropdown. Once we have selected Single Headshot we click on Continue

Please select service:

* **Service:**

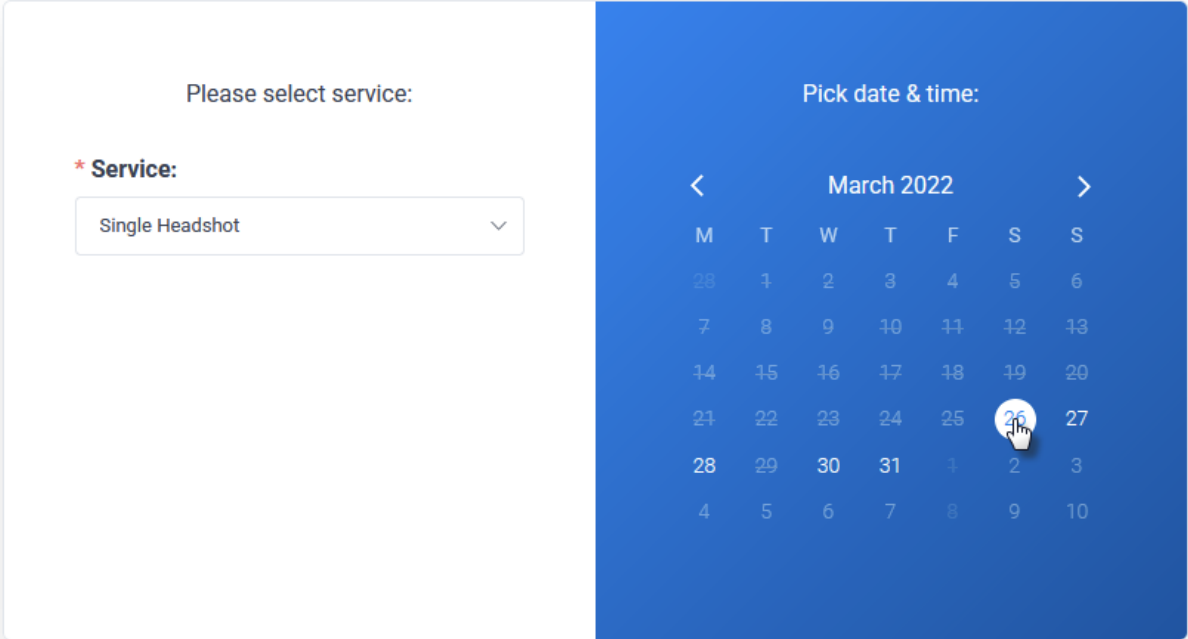



Continue



Step 3 : Booking The Date & Time

You should now be on the date and time picker. The days marked in white still have available time slots. Just click on the date you prefer. In this example, we are going to book for the 26th.



The image shows a booking interface with two main sections. On the left, under the heading "Please select service:", there is a dropdown menu labeled "* Service:" with "Single Headshot" selected. On the right, under the heading "Pick date & time:", there is a calendar for March 2022. The calendar has a blue background and white text. The days of the week are listed at the top: M, T, W, T, F, S, S. The dates are arranged in a grid. The 26th of March is highlighted with a white circle and a mouse cursor, indicating it is the selected date.

March 2022						
M	T	W	T	F	S	S
28	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

Once we click on the 26th, the available time slots will be shown.

Please select service:

* Service:

Single Headshot

Pick date & time:

< March 2022 >

M	T	W	T	F	S	S
28	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

11:00 am - 12:00 pm

11:30 am - 12:30 pm

12:00 pm - 1:00 pm

12:30 pm - 1:30 pm

1:00 pm - 2:00 pm

1:30 pm - 2:30 pm

2:00 pm - 3:00 pm



2:30 pm - 3:30 pm

Continue


We're going to choose the 11am to 12pm slot., we click on it and click on Continue.

Step 4 : Final Details

You're almost finished, all you need to do now is enter your details and you're finished.




Single Headshot

Employee:	Date:	Local Time:	Location:
 Brhum Bhatia	March 26, 2022	11:00 am	BBImagery

* First Name:

* Last Name:

* Email:


* Phone: 

Any additional info (background choice, spec etc.)

* Covid Safety Protocols ☐ I have read and agree with the Covid safety protocols.

Base Price: \$199.00

Discount: \$0.00

 Add Coupon

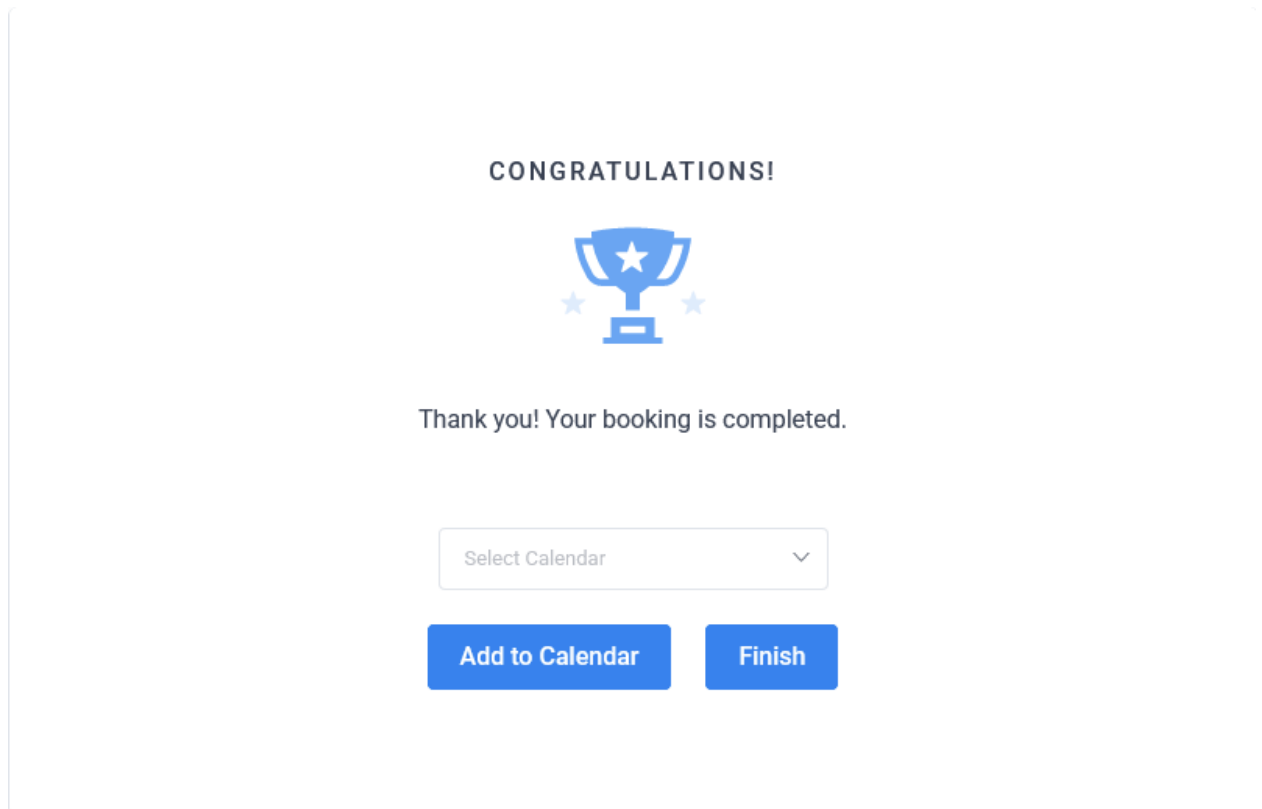
Total Cost: \$199.00

1. Enter your first name.
2. Enter your last name.
3. Enter your email address (a confirmation email will be sent to you.)
4. Enter your phone number (an SMS will be sent, in case the email gets tagged as spam).
5. Confirm you have read and agree to our COVID safety protocols.
6. Enter your corporate coupon code here.
- 7. CLICK on the check mark so the system can verify your code and adjust the price accordingly.**
8. Click on Confirm to finish.



Step 5 : Confirmation

You should now see the congratulations screen.



You can add the booking directly to your calendar, by choosing the right calendar from the dropdown and clicking on "Add to Calendar".

You will also get a confirmation email sent to you, please verify the details on the email are correct.

From Me <info@bbimagery.com> ★
Subject **Single Headshot Appointment Approved**
To Me <info@bbimagery.com> ★

3:06

Dear Brhum Bhatia

Thank-you for choosing BBImagery for your headshot. You have booked the following.

Name of package : Single Headshot
Date & Time : March 26, 2022 11:00 am
Price [REDACTED]

Location (please read carefully) : We are located at **Unit 205**, 5230 South Service Road in Burlington. If you have visited us before, this is a **NEW** address (same complex, just around the corner).



COVID POLICY

1. You must be vaccinated – either double or triple.
2. You must wear a mask during the time we are not shooting (or you're applying make-up etc.)
3. At this time we cannot accept medical exceptions due to my own health condition.
4. If you are not feeling well prior to your session, please cancel your session. This would apply even without Covid – turning up to a session with less than 100% energy will show in your results – your eyes will look tired, your skin may lack colour or warmth and in general you won't be looking your best.

That's It! If you have any questions, please contact your office manager or BBImagery at info@bbimagery.com