

**PETER SWINFORD
PS Cine LTD**

TERMS OF EMPLOYMENT

The employer agrees to all the below statements **unless agreed otherwise**, prior to work commencing.

1. Overtime will be charged at 1.5x hourly rate, unless the overtime is past midnight which will then be charged at 2x hourly rate.
2. Travel days are charged at 70% of BDR.
3. Petrol cost will be charged at 0.45p per mile. (Petrol will only be charged if the journey is outside the M25).
4. Payment is due within 30 days of invoice date. If full payment is not received within 30 days the right is reserved to issue an adjusted invoice, including interest and/or a late payment penalty. Interest is set at 8% over the base rate and late payment fines are set at £40 (for invoices up to £999.99), £70 (for invoices up between £1000 and £9,999.99) or £100 (for invoices over £10,000) according to the UK "Late Payment of Commercial Debts (Interest) Act 1998" and "Late Payment of Commercial Debts Regulations 2002".
5. Working past midnight requires production to provide transport home, due to public transport stopping within London.
6. Travel day meals will be provided by Production. The per diems will work on a basis of £7 for breakfast, £10 for lunch and £13 for evening meal. (£30 total) (not including drinks). If per diems cannot be supplied, expenses will be added to invoice.
7. Once a job is confirmed, cancellation 1 day before requires 100% of BDR payment. a. 2 days before requires 75% of BDR payment.
b. 3 days before requires 50% of BDR payment.
8. The standard working day is 10+1.
a. 11+1 can be agreed also.
b. 9 hour continuous working days are subject to APA rules.
9. From call time to first break should be no longer than 6 hours. An NLB (1 hours OT) could be charged if this isn't met.
10. If either kit or a vehicle is to be supplied, or if the shoot is outside of the M25 then start & finish times are calculated from base-to-base.
11. If the call time for 'day 2' is less than 11 hours of the wrap time of 'day 1', an hours overtime will be charged for every hour under the 11 hours between shoots.
12. If a day off is provided when away from home, it will be charged at 50% of usual day rate and meals will refer to point 6.

Rate/BDR/hours worked are to be confirmed by email prior to work commencing

Peter Swinford

peterswinford@googlemail.com

07935015296