

<b>CREW DEAL MEMO</b>	<b>PRODUCTION TITLE: "&lt; TITLE &gt;"</b>																	
<b>BUDGET BAND:</b> Band X	Production Base: BASE ADDRESS																	
Full Name:	Address:																	
Loan Agent:	PAYE/Sched D/ Loan Out:	Loan Out Name:																
Job Title:	Dept:																	
Telephone Number:	Email:																	
National Insurance Number	DOB																	
Passport Number	Nationality																	
Start Date	Prep, Shoot & Post/Wrap # of weeks	Prep: x days/weeks Shoot: x days/weeks Post/Wrap: x days/weeks																
End Date																		
Daily Rate (inc Holiday Pay):																		
Daily Rate (exc Holiday Pay):																		
Provisional Working Pattern	Prep: x Days per week Shoot: x Days per week Post/Wra x Days per week																	
Cap on 6th days during Shooting Period	< insert cap >																	
Number of Shoot hours per day (on camera)	X	SWD / CWD delete as appl.																
Number of hours of prep & wrap included in daily rate	X																	
<p><b>If you have any complaints and/or wish to further discuss any work related issues please contact your HoD in the first instance. If your HoD cannot resolve then please contact the :-</b></p> <p style="text-align: center;"><b>Line Producer: &lt; insert details &gt;</b></p> <p style="text-align: center;"><b>Producer: &lt; insert details &gt;</b></p> <p style="text-align: center;"><b>HoP/Production Executive: &lt; insert details &gt;</b></p>																		
<p>The production primarily intends to &lt; schedule 5-day working weeks&gt; OR &lt; 11 day fortnights &gt; THEN &lt;(SWD - X hours on camera per day with a 1 hour meal break) &gt; OR &lt; (CWD - X hours on camera with no formal meal break (but with a 'running hot meal break')&gt;. <b>IF REQ'D</b> &lt;In consultation with the Crew, the Company may instead schedule continuous X hour shooting days with no formal meal breaks (but with a 'running' meal break)&gt;. Any 6th day worked in any week will be paid at your daily rate. All salary payments will be made in accordance with the current HMRC rules. Proof of eligibility to work in the UK must be received before any payments will be made. Standard terms will be issued with all crew contracts.</p>																		
Weekly Car Allowance:		£ or n/a																
		<table border="1" style="margin-left: auto; margin-right: auto;"> <tr><th colspan="3">Payable (y/n):</th></tr> <tr><th>prep</th><th>shoot</th><th>post/wrap</th></tr> <tr><td style="text-align: center;">Y/N</td><td style="text-align: center;">Y/N</td><td style="text-align: center;">Y/N</td></tr> </table>		Payable (y/n):			prep	shoot	post/wrap	Y/N	Y/N	Y/N						
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Y/N	Y/N	Y/N																
<p>If you are receiving a car allowance it is your responsibility to ensure that you have insured your vehicle for business purposes. A copy of your insurance, showing business use must be given to production. The production will not take any responsibility for insurance claims or damage caused to any private vehicle being used for work purposes. Private cars parked at the unit bases are parked at your own risk.</p>																		
Weekly Kit Allowance:		£ or n/a																
Weekly Computer Allowance:		£ or n/a																
Mobile Phone Allowance:		£ or n/a																
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Y/N	Y/N	Y/N																
Y/N	Y/N	Y/N																
<p>Any box/kit rental or car allowance will be paid in respect of a 5 day week and shall be pro-rated for partial weeks. A full and detailed inventory must be supplied to the Production Office for all box/car/kit rentals.</p>																		

		Payable (y/n):		
		prep	shoot	post/wrap
Per Diems: specify rate across prep & shoot		Y/N	Y/N	Y/N
		£ or n/a		

Per Diems will be provided at the above rates when overnights are also provided. For those already receiving a weekly accommodation/living allowance, per diems have been included. Per Diems will be paid in respect of a 7 day week and shall be pro-rated for partial weeks. Per Diems in prep and wrap will be applicable only when overnight accommodation is being provided i.e. for those crew not in receipt of an accommodation allowance.

Accommodation:	£ or n/a
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Travel:	<p>With reference to clause 7.3 of the Standard Terms &amp; Conditions the following travel clause applies to your engagement:</p> <p><input type="checkbox"/> 30 Mile Radius      <input type="checkbox"/> Within the M25</p> <p>&lt; Any additional travel details &gt;</p>
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Notes:	As above, working weeks will run as 5 days (intended to be scheduled Monday-Friday but the Company may nominate any days of the week as working days (including Saturdays, Sundays, bank and public holiday).
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**Other Payments**

Overtime:	All overtime payments must be approved in advance by the Line Producer and will be payable in accordance with the standard terms of your contract at the rate set out above and payable in 30 minute increments for the first hour and thereafter hourly.
Mileage:	Mileage will only be paid to individuals who are required to use their own vehicles to travel to locations < more than 30 miles radius > OR < outside the M25 > from the Production Base. This must be pre-approved in writing with the Line Producer and will not be agreed if reasonably accessible transport is already being provided by the Production. Distances will be calculated and issued on the movement order. The mileage rate, where applicable, is 45p per mile. During the shoot, rail fare equivalent rates will be offered for any distant locations. Mileage will not be paid to persons receiving a car allowance, hire car or transport provided by the production.
Car Hire:	In those instances where it is agreed that you require a hire car, Production will pay the car hire, insurance and production related fuel expenses only. Hire cars and vans are insured only when used on production business. The production cannot be held responsible for any theft of personal items left in hire cars.

Agreed by:		Date:	
Approved by:		Date:	

Please sign and return to Line Producer - <name of Line Producer>

Next of Kin:	Please list 2 names and contact numbers in case of accident and/or emergency. 1: 2:
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**PLEASE NOTE:** Salaries will be paid one week in arrears provided all paperwork is complete and with production - this is deal memo, signed contract, passport, full kit lists, Qualification certificates where applicable, Disclosure ( where applicable).

Invoices should be with accounts no later than the Thursday of the week worked and this will be paid on Friday of the following week. Please batch & submit salary invoices to Accounts. Any "additional" can be invoiced separately.

**Check Box**

- Deal Memo
- Passport
- Contract
- Kit List
- Qualifications
- Disclosure