



Terms of Business

TROOPS UK LIMITED

23 The Moorings, Willows Riverside Park, Windsor, Berkshire SL4 5TR

Registered Number: 4812977|VAT Number: 820294450

Bookings:

No job can proceed without Troops (UK) receiving a signed Production Company agreement.

Assignment:

Film and TV:

All work will be paid under the relevant agreement;

BBC/Equity, ITV/Equity, PACT/Equity/FAA/PACT

Full details of these agreements can be found on our website www.troops.uk.com

Photographic:

All photographic jobs will be paid at an agreed rate. Hourly, half day or full day, plus appropriate usage fee.

Commercials:

All commercials will be for a 10-hour day and overtime will be paid at a fifth of the daily rate per hour, unless otherwise agreed. A special rate will be negotiated for night work. All featured artistes will be entitled to repeat fees or an equivalent usage fee dependant on the number of TVRs.

Corporate Videos:

All corporate videos will be for a 10-hour day and overtime will be paid at a fifth of the daily rate per hour, unless otherwise agreed. A special rate will be negotiated for night work. All featured artistes will be entitled to repeat fees or an equivalent usage fee.

Promotions:

All promotions jobs will be paid at either a 5 hour or 10 hour rate. After 10 hours overtime will be paid at a fifth of the daily rate, per hour unless otherwise agreed.

National Insurance Contributions:

The responsibility for NI contributions lies with the Production Company (the employer) and not Troops (UK) Limited.

We can Invoice you with NI contributions added to the invoice and act as a bureau service and pass this onto the Inland Revenue free of charge. Alternatively you can choose to pay any NI contributions yourself.

Usage:

The status of the assignment shall be agreed before the job proceeds. Either Supporting Artiste, Walk-on Artiste or Featured Artiste. If this status is found to be different after completion then the artiste may be entitled to be upgraded.

Employment:

During the course of the job all artistes' employment status will be dependent upon the specific contract with the production company. Nothing in this agreement shall render artistes to be employees of Troops (UK) Limited in any way. Troops (UK) Limited will act as an agency for the artistes.

Health and Safety:

Health and Safety is of paramount importance and the responsibility of all of us. It is essential that working practices are maintained at all times. A failure to comply with the Company's Health and Safety Policy shall constitute a material irremediable breach of this agreement.

Cancellations:

If a booking is cancelled after 5.30pm the day before an assignment, a cancellation fee will be charged of the basic daily rate.

Travel:

Travel days have to be paid at an agreed rate, minimum of half the daily rate. All Travel expenses, per-diem and accommodation (where applicable) will be paid by the production company.

Payments:

All payments must be made to Troops (UK) Limited to our client account. If an artiste is paid directly Troops (UK) Limited reserves the right to still invoice the production company.

Late payments:

All late payments will be subject to a surcharge of 10%. A payment is deemed late after 30 days from the invoice date.