



# michael bell.

## Terms and Conditions of Employment

Work will only be undertaken with written confirmation, should this be in the form of a contract or purchase order. All communications regarding offers of work MUST be confirmed in writing.

Minimum call is 6 hours chargeable at the rate determined on rate card or a pre-agreed rate confirmed in writing. Normal working day is anything up to 12 hours – anything over 12 hours is chargeable at 2 hourly increments set out on the rate card. Maximum working day is 16 hours unless arranged beforehand and confirmed in writing.

Days where an overnight stay is needed are chargeable at a minimum of the 12 hour rate.

On agreement of work Michael Bell can not be held responsible for the cancellation of any event or production by the client. If an event is cancelled a cancellation fee will be taken as follows:

Up to 4 weeks notice of cancellation = 5%  
Up to 3 weeks notice of cancellation = 10%  
Up to 2 weeks notice of cancellation = 25%  
Up to 1 week notice of cancellation = 50%  
Up to 48 hours notice of cancellation = 100%

Invoice must be paid within 14 days of date of invoice. Failure to pay within 14 days will lead to penalties being incurred at a rate of 8.5% APR, calculated per week overdue.

Any design work undertaken is copyright to Michael Bell until final invoice is paid.

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