

NB: This form is just for illustrative purposes. Your personal circumstances will vary. This does not constitute formal advice.

1. Provide your full name and address

2. If applicable please provide the name and address of your Personal Service Company.

Not Applicable

3. Provide your national insurance number and UTR

NI:

UTR:

4. What is your job title?

[REDACTED]

5. Full details of the expenditure incurred in organising and obtaining your work

I pay a Diary Service [REDACTED] per month they put me forward for work when a company requires a Focus Puller

I have Business Cards Printed

I advertise my services with the Union BECTU and pay subs

6. Explain how your work is obtained, i.e. do you advertise, or rely on word of mouth?

My work can be obtained in several ways. I can be contacted through the Diary Service "SUZ CREWS NORTH" and be told that a production company is looking for crew and my details will be passed onto them.

I can get a phone call from someone I have worked for in the past. I could be recommended by work of mouth.

My details are in several Production Handbooks and Website that are available for companies searching for crew.

Another way is to ring People I have worked for in the past to see if they need anyone.

Finally, I find out thorough word of mouth what is shooting and call the production personnel and send in my C.V.

7. Have you ever used an agent or agency to obtain work? If so, please provide details.

No, I have never used an Agent

8. Do you have an office? If so, where is it situated, what equipment is contained within it and what work do you do in the office?

I have an office in my home. It has shelving to store all the camera kit (which is detailed later in this form) when I am not working or if it is not needed on a particular job.

I have a desk and my computer set up with a printer and I also store all my financial documents.

I used the office for writing invoices and keeping track of those invoices that need to be paid. I call companies that owe outstanding and overdue invoices. I have a filing system that keeps track of all receipts and expenses that I have paid or need reimbursing.

I also write equipment lists and check one that I have received from DOPs that production companies need to refer to when they are hiring kit for Jobs.

I also use my office to research any new kit that is coming out or if a DOP has requested a difficult shot that might need specialist equipment and to call hire companies about equipment.

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9. Confirm whether you have any of the following:-

(a) a business bank account

No not at the moment

(b) a business telephone

Yes, it is the same as my personal phone

(c) insurance against ill health or accident (give details of the cover and premiums)

I have a [REDACTED] LIFE and CRITICAL ILLNESS COVER the premium is [REDACTED] per month

(d) third party liability cover, please give details of the premium

I have BECTU members Public Liability insurance with [REDACTED] limited indemnity of £10,000,000 the premium is [REDACTED] per year.

(e) a personal pension or retirement annuity scheme

I have a personal pension with "Old Mutual Wealth"

(f) a VAT registration number

No VAT Number

7. Do you have secretarial services provided? If so please provide details.

No

8. Do you have any staff that can assist you in your work? If so, are they hired or paid directly by you?

No

9. Have you ever been able to provide and pay a substitute to undertake work for which you had been contracted? If so, provide details of the circumstances when this occurred.

When I have been ill, I have contacted another Focus Puller to see if they would cover me I have then rung the production company to say that I am unable to do the day and give the name and details of the other Focus Puller.

10. Are you a union member and, if so, do union rates form any part of the contract?

I am a member of BECTU, Broadcast Entertainment Cinematograph and Theatre Union. It does not usually form part of a contract.

11. Do you tender for jobs with each being separately negotiated?

Yes, each job is negotiated separately.

12. Have you ever suffered a bad debt? If so, please provide full details.

I have not yet suffered a bad debt but I am constantly frustrated chasing outstanding invoices that range in lateness from a few weeks to a few months.

13. If you are obliged by the terms of your engagement to provide equipment for your own exclusive use, please provide a list of this equipment, including the value of each item.

I have detailed this on a separate Excel spreadsheet.