



HOTSHOTS

MARKETING PROMOTIONS AGENCY

Booking Confirmation: Essential Information

Key Information:

- If you cannot make the job you are obliged to find one of your associates to carry out the job on your behalf.
- You must ensure that you have your own public liability insurance and should notify Hotshots UK immediately if you do not.
- By agreeing to this promotion you are contractually agreeing to complete the promotion to Hotshots requirements. You are representing Hotshots at all times and are required to be hard-working, punctual and well presented.

Hotshots Requirements of booked service providers:

- **Be reliable!** This is key; once you have been booked we are relying on you to turn up. Not only does failure to turn up reflect badly on us, it does on you too. Providers who let us down will not be given any further contracts in the future. Similarly, if you are booked for 2 dates, work the first and not the second, you will be in breach of your contract and will not be paid for either.
- **Look your best!**
- **Read the Event Brief carefully!**
- Always arrive at least **10 minutes** before the start of work with a smile!
- **Strictly no drinking or smoking** at any point while you are working!
- It is **strictly prohibited** to swop contact information with our clients, and to subsequently work with them directly. Any one found to have done so will be subject to legal action.
- **Like our Facebook page!** This will keep you updated of further events that we require sub contractors for in your area! Search 'Hotshots UK Promotions Ltd' or visit www.facebook.com/HotshotsUKPromo!
- If you have your phone or camera, (when suitable) **take pictures** and add them to our Facebook page! All of us in the office love seeing the pictures of events, we are not always present so it's great to see pic's of your day(s).
- And lastly, **have fun!** Promotions is a great industry to work in, so enjoy it!

Payment

- After you have completed your work you may be asked to sign a time sheet for Health and Safety purposes. Please ensure you check your start and finish times **very carefully before you sign**, we will check this against your invoice before payment is made.
- **Please ensure that you send us your invoice!** Sounds silly, but many people forget to and wonder why they have not been paid! We can not make any payments without an invoice. We have invoice templates available for you to use, if you need them just ask!
- We pay **per job**, not per hour so this must be reflected on your invoice.
- You will **not** be paid if we feel the job has not been completed to the standards we have agreed.
- **Our payment terms are 30 days**, however we endeavour to insure all invoices are paid in advance of this. If you find you have still not been paid after the scheduled payment date, please call us on 01637 854746 and we will make sure this is resolved.
- **Check your bank details!** ...then check them again! Remember it is crucial that your sort code and account number are both correct to receive payment. It is not uncommon for us to have several large events over the same day(s) so unfortunately it's likely we will not be able to contact you if these are incorrect.
- Please be aware that you are working with Hotshots on a **Sub Contractor basis** and need to be registered as Self Employed. We **do not organise your tax or national insurance contributions**, this is solely your responsibility. If you would like any advise on this issuer please visit www.hmrc.co.uk
- Expenses, including travel and parking, will **not** be paid for unless this is specifically agreed upon booking, in advance of the event.
- We reserve the right to cancel the booking at **any point up until the start time**, without compensation, unless specifically agreed
- **Please remember, that if you don't send us your sub contractor invoice you will not be paid.**