



Kingswood House, 58 - 64 Baxter Avenue, Southend-on-Sea, Essex SS2 6BG.

## CALL SHEET

Job Number (to be quoted on all communications):	job-101
Order Date:	Aug 13 2013
Ordered By:	Ben Jennings
Agreed Fee:	£150 (inclusive)
Licklist Commission:	£30
Photographers Net:	£120

Principle Photographer:	Mr Vijender Rana
Photographers ID number:	1
Availability:	12:30 pm (Confirmed)
Mobile:	441483303666
Email:	vijender.singh@dotsquares.com
Website:	www.google.com
Age/DOB :	08/20/1984
Own Vehicle Y/N :	Y
Distance Will Travel:	10
Preferred Working Days:	Mon,Tue,Wed,Thu,Fri
Photographic Experience:	Advanced
Postproduction Experience:	Intermediate
Skill Score:	best in work
Total shoots to date:	N/A
Total earnings to date:	N/A

Cover Photographer:	Mr Vijender Rana
Availability:	12:30 pm (Confirmed)
Mobile:	441483303666

Email: vijender.singh@dotsquares.com  
Website: www.google.com

Shoot Date: Aug 30 2013  
Location / Venue: The City  
Address: 30 - 33 Minories ,The City, Greater London  
Post Code: GU2 8SG  
Venues attended: Abbey

Image Upload Req. By: yes (day following shoot, via Drop Box)

Photographer Arrival Time: 12:30 pm  
Shoot Commences: 1:00 pm  
Shoot Concludes: 2:00 pm  
Dress Code: formal

Licklist Representative (attending): Ben Jennings  
Mobile: 444132345202  
Special Instructions / Additional Shots: N/A

Contact (if no Licklist Representative attending): Abbey  
Mobile: 441483212223  
Special Instructions / Additional Shots: N/A.

Licklist Emergency Contact: Ben Jennings  
Mobile: 07703-472-1910  
Email: N/A

## BRIEF/SPECIAL INSTRUCTIONS:

*Special instructions / requirements as below. Should no brief follow, requirements are as stated in the Licklist Photography Handbook.*

**Dear Mr Vijender Rana,**

this is simple message

**Regards Ben J,**

**NOTES:**

1. You are required to photograph venue(s) & supply resulting material following specific instructions stated in the Licklist Photography Handbook:  
[www.licklist.co.uk/photography\\_handbook](http://www.licklist.co.uk/photography_handbook) See section 06: Who & what do I photograph.
  2. Contrary to the Handbook you are not required to SMS Ben Jennings on arrival & departure.
  3. All venues are secured & know you are coming. Do not allow poorly informed door staff to refuse your entry. Should entry be refused telephone your Emergency Licklist Contact immediately (& before leaving the vicinity).
  4. Should you run out of Tag Yourself Cards please advise Hollie Ratcliffe ([hollie@licklist.co.uk](mailto:hollie@licklist.co.uk)) & we shall replenish. Tag cards are shipped via royal mail (allow a minimum of 72 hours from order request to receipt). It is your sole responsibility to ensure you have (& liberally distribute) tag cards. You should ALWAYS retain & carry a minimum of 100x tag cards.
  5. Contrary to the Handbook you are NOT required to supply hi-res images on DVD. You are to supply low-res by upload only. However, please retain hi-res for a minimum of 4 months following each session as (on occasion) we may request such.
  6. We are experiencing difficulty with direct uploads to the network. Until further notice you are to upload completed assignments to specified drop-boxes (links furnished by email). Every assignment is allocated a unique Job Number. Ensure you upload to correctly referenced drop-boxes only.
  7. You may issue billing only on assignment completion. Please do via email to:  
[brad@licklist.co.uk](mailto:brad@licklist.co.uk) All invoices are paid within 3 working days of receipt. Payment is via BACS only. Ensure you quote your bank sort code & account number.
  8. Should you be running late / unable to attend or encounter any difficulty you are to contact telephone your Licklist Emergency Contact immediately (by telephone).
  9. Optional bookings are to be deemed confirmed & live ONLY on receipt of formal instructions & following the issue of an official call sheet / job number. You are not to attend any Licklist venue (in a professional capacity) unless expressly instructed. Licklist reserve the right to cancel any booking / optional booking without notice & without charge.
  10. You accept this assignment on the clear understanding that you have read, agree to & will abide by Licklist's Terms and Conditions of Business & Supply
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([www.licklist.co.uk/photography\\_terms](http://www.licklist.co.uk/photography_terms)) & all such stipulations as outlined within & attached

- You confirm that you understand all instructions & requirements (as stated in the Licklist Photography Handbook) & such special requirements as may be stated within.
- You confirm that you are able to execute this assignment to the required standard (as illustrated in the Licklist Photographers Gallery: ([www.licklist.co.uk/photography\\_samples](http://www.licklist.co.uk/photography_samples)) & are able to "shoot to match" the strongest images.
- You are to advise if any "ad hoc" overtime is requested by the client (Licklist shall raise retrospective billing for all). You remain in the employment of Licklist at all times & may not solicit work directly from any Licklist client. Licklist shall retain all copyright & ownership of all resulting images at all times (including the right to 3rd party resale).

Should you have any questions, queries or reservations do not hesitate to contact us.

**Enjoy the shoot! Kindest Regards....**

A handwritten signature in black ink, appearing to read 'Ben Jennings', with a stylized flourish at the end.

Ben Jennings (Photography Manager).