

## BOOKING CONFIRMATION

Your name  
Address  
Telephone

Clients name  
Address

Dear **(Clients name)**

RE: **(Title of production)**

I am writing to confirm your booking for the position of **(your role)** on this production at a **(daily/weekly)** rate of **(amount)**, for a **(insert number)** hour **(day/week)**, **(plus/including)** expenses.

*(For a daily agreement)*

The agreed shoot date is **(insert dates)**.

*(For a fixed term agreement)*

The dates agreed for this fixed term are **(insert start date - insert end date)**.

*(For a weekly agreement)*

The dates agreed are **(insert start date - insert end date)** the termination of this agreement is subject to one weeks notice either side.

*(If you are charging mileage)*

Mileage is to be charged at **(amount)** per mile.

*(If you are supplying kit)*

I have agreed to supply the following equipment:

- **(list your kit)**
- 
- 

Any additional kit required will be charged.

Cancellations must be made at least **(number - days/weeks)** before the start date. cancellations within this period will still be charged at **(amount/percentage)**

Best regards  
**(your name)**