

# Amy Morgan ~ Makeup Artist & Stylist

## Booking Policies

### **Day Rate**

Based on an 8 hour day for Still Photography. Half day = 4 hours.

Based on a 10 hour day for Production. Half day = 5 hours.

Time will not be deducted for lunches under 60 minutes.

### **Kit Fee**

\$15 per person kit fee.

### **Cancellation Policy**

Initial hold is right of first refusal.

Once job is officially booked, a 24 hour advance notice is needed to cancel.

For bookings of 3 or more consecutive days- 72 hour advance notice is required. For bookings of 3 or more consecutive days, days cancelled once the job has started are subject to cancellation fees. Cancellation fee is equal to half day rate for each day canceled.

### **Billing/Payment Policy**

Jobs will be invoiced the day after the work is completed. Invoices are payable upon receipt. Invoices that are 60 days past due will be re-issued with a 10% late fee based on the balance. Invoices that are 90 days past due will be re-issued with a 20% late fee based on the balance.

### **Travel Time**

If more than one hour of travel is required to reach a location, travel rate will apply for each day of travel. Travel rate is equal to a half day rate, based on a non-working day. For travel + a working day, billable time is portal to portal. (Starts upon departure and ends upon arrival (to job/location/home.)

### **Overtime Rate**

Time and a half applies up to 12 hours. Double time applies after 12 hours.

### **Turnaround & Meal Penalty**

If there is less than 10 hours between wrap and next day call, a \$50 per hour turnaround fee will be charged. Meal penalty of \$75 applies at 6 hour mark.

### **Assistant Policy**

For jobs with 8 or more people / talent in a day- an assistant, of my choosing, is required.

### **Propping/Shopping**

Up to \$500- larger budgets will require cash, check or credit card from client. If my credit card is used, a 50% credit card usage fee will be applied to non-returnable items.