



CONFIRMATION OF BOOKING

**Your name  
Address  
Telephone**

**Employer's name  
Address**

**Date**

Dear **(insert employer's name)**,

Re: **(insert name of production)**

I am writing to confirm our **(verbal/telephone)** booking for this production.

We have agreed that you will engage me in the capacity of **(insert job title/grade)** at a **(daily/weekly)** rate of **(insert £ sum)**. This rate is good for a **(insert number)** hour **(day/week)**. For clarity, this rate does not include any element of consolidated holiday pay.

*(If it is a fixed term engagement):-*

We have agreed that the start date for this engagement will be **(insert date)** and the finish date will be **(insert date)** and that this is therefore a fixed term engagement.

*(If it is a weekly engagement):-*

We have agreed that the start date for this engagement will be **(insert date)**. I confirm that termination of this agreement is subject to one week's notice on either side.

*(If it is a daily engagement):-*

We have agreed that the date for this engagement will be **(insert date)**. Please let me know if you wish to offer further days of work after this date.

*(If you are supplying kit/equipment/consumables):-*

I have agreed to supply the following: **(describe kit/ equipment/ consumables)**. The fee for supplying this will be **(insert £ sum)** per **(day/week)**, which is additional to my personal rate given above and is **(inclusive/exclusive)** of VAT.

I look forward to working with you.

Yours etc.