

Although we operate 24/7 please respect the fact that Bookings do need sleep. If it is not an emergency between 22:00 and 06:00 please send an email.



WALNUT TREE FARM, ALMNERS ROAD, CHERTSEY, KT16 0BH **W3W** – tower.grace.taped.

BOOKINGS MOBILE: 07909 640471 OFFICE TEL: 01932 561872

EMAIL: imfilmsandtv@gmail.com

COMPANY REGISTRATION NUMBER: 17296199

VAT REGISTRATION NUMBER:

BUSINESS NAME	
ADDRESS	
CONTACT NAME	
CONTACT EMAIL ADDRESS	
CONTACT TELEPHONE NUMBER	
ACCOUNTS CONTACT NAME	
ACCOUNTS CONTACT EMAIL ADDRESS	
ACCOUNTS CONTACT TELEPHONE NUMBER	

IF WE ARE INVOICING A THIRD PARTY COMPANY PLEASE SUPPLY:

BUSINESS NAME	
ADDRESS	
CONTACT NAME	
CONTACT EMAIL ADDRESS	
CONTACT TELEPHONE NUMBER	

Please add us to the **Call Sheet** Distribution list

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Cancelled swings within three hours of leave time are charged at standard rates

ANY BOOKINGS MADE BY PRODUCTION THAT ARE BOOKED FOR THE WRONG DAY ARE CHARGEABLE IF THE DRIVERS HAVE ARRIVED AT VEHICLE LOCATION

**WE AGREE THAT IF INVOICES REQUIRE A PURCHASE ORDER NUMBER
TO BE SHOWN THEN THE PURCHASE ORDER WILL BE ISSUED AT THE TIME OF BOOKING
AND DEFINITELY BEFORE THE WORK IS STARTED. WE AGREE TO PAY ALL I'm Film and TV Ltd INVOICES WITHIN 14
DAYS OF INVOICE DATE WITH OUT EXCEPTION.**

**BY SIGNING BELOW WE ACCEPT THAT MOVING PICTURE LOGISTICS LTD WORK ON A
WORKING WEEK OF MONDAY TO SUNDAY AND THAT THIS WILL BE INVOICED ON THE
FOLLOWING DAY.**

SIGNED	
PRINTED	
COMPANY	
POSITION	
DATE	

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**STANDARD RATES AND TERMS
SUPPLY OF SWING DRIVERS TO MOVE CLIENT'S VEHICLES**

IF A SWING IS OVER 5 MILES OR ANYWHERE IN LONDON IT CANNOT BE A DOUBLE RUN

DRIVER FOR HGV1 £35.00 PER HOUR, MINIMUM CHARGE OF 5 HOURS PER DRIVER.

DAY RATE £320.00 FOR THE FIRST 10 HOURS, THERAFTER £35.00 PER HOUR

DRIVER FOR HGV2 & 7.5t, £30.00 PER HOUR, MINIMUM CHARGE OF 5 HOURS PER DRIVER.

DAY RATE £280.00 FOR THE FIRST 10 HOURS, THERAFTER £30.00 PER HOUR

DRIVER FOR HGV2 WITH ADR, £40.00 PER HOUR, MINIMUM CHARGE OF 5 HOURS PER DRIVER.

DAY RATE £400.00 FOR THE FIRST 10 HOURS, THERAFTER £40.00 PER HOUR

DRIVER FOR VEHICLE UPTO 3.5T GVW, £25.00 PER HOUR, MINIMUM CHARGE OF 5 HOURS PER DRIVER.

DAY RATE £250.00 FOR THE FIRST 10 HOURS, THERAFTER £25.00 PER HOUR

All Cars moved to/from the E.U are charged at £30.00ph minimum 12 hours

SHUTTLE DRIVER AND VEHICLE TO FERRY OUR DRIVERS TO AND FROM YOUR VEHICLES £1.75 PER MILE, INCLUSIVE OF FUEL. EXCLUSIVE CONGESTION CHARGE, ROAD TOLLS PARKING COSTS ETC. CHARGED AT COST THIS IS SUBJECT TO A MINIMUM CHARGE OF 60 MILES. (Discounted for journeys over 150 miles).

ALL BANK HOLIDAYS ARE CHARGED AT DOUBLE TIME

WITH OUT EXCEPTION ALL THE ABOVE ARE CHARGED FROM OUR BASE IN CHERTSEY BACK TO OUR BASE IN CHERTSEY.

ALL OUR DRIVERS ARE LICENCE CHECKED ON THEIR INITIAL START AND THEN EVERY MONTH THERAFTER.

ALL ROAD TOLLS, CONGESTION CHARGES, ULEZ CHARGES, FUEL FOR CLIENT'S VEHICLES, HOTELS, FERRY / TRANSPORT COSTS ETC INCURRED BY DRIVERS OF YOUR VEHICLES WILL BE CHARGED AT COST. JOURNEYS THAT REQUIRE AN OVERNIGHT STOP WILL INCUR PER DIEMS AT A RATE OF £25.00 PER NIGHT IN THE U.K. £45 E.U./ NORTH AFRICA, PER DRIVER.

OUR WORKING WEEK IS FROM MONDAY TO SUNDAY, INVOICED ON THE FOLLOWING DAY OF SWING.

ALL INVOICES ARE STRICTLY PAYABLE WITHIN **14 DAYS OF INVOICE DATE**
WITHOUT EXCEPTION, THIS IS TO AVOID YOUR VEHICLES NOT BEING MOVED WHEN REQUESTED AS WE ARE A SMALL COMPANY WITHOUT A LARGE CASH FLOW.

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IF YOU REQUIRE QUOTATIONS THE FIRST SET OF QUOTATIONS WILL BE FREE OF CHARGE. HOWEVER FURTHER QUOTATIONS DUE TO ALTERING SCHEDULES WILL INCUR AN ADMINISTRATION CHARGE. WE SUGGEST THAT WE ONLY QUOTE FOR A WEEK OR TWO AT MOST IN ADVANCE TO AVOID THE CONSTANT REQUOTING DUE TO SCHEDULE CHANGES.

WHILST I'm Films and TV Ltd ALWAYS STRIVES TO HAVE THE REQUESTED DRIVERS AT YOUR VEHICLES AT THE STATED TIME. ON OCCASION THEY MAY DELAYED DUE TO ROAD CONDITIONS ETC. AND THIS IS BEYOND OUR CONTROL.

IF YOU REQUIRE YOUR INVOICES TO SHOW PURCHASE ORDER NUMBERS, THESE MUST BE SUPPLIED AT THE TIME OF BOOKING A MOVEMENT WITHOUT FAIL.

Invoices for expenses are on a FIVE DAY turnaround once the invoice is sent.

WE CAN ALSO FACILITATE SWINGS INTO EUROPE AND BEYOND, MAKING SURE CARNET'S ARE COMPLETED AT EVERY BORDER